WOLCOTT TOWN COUNCIL

Regular Meeting
Tuesday, July 17, 2012
Council Chambers, Wolcott Town Hall
7:00 p.m.

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 Valletta called the meeting to order at 7:00 p.m. with the Pledge of Allegiance, and attendance was taken.

MEMBERS PRESENT: Chairman David Valletta, Vice-Chairman Gale Lanza Mastrofrancesco, Francis Masi, Rachel Wisler, Charles Marsella, James Pape, Donald Charette Sr., and Roger Picard

MEMBERS ABSENT: Jeffrey Slavin

ALSO PRESENT: Mayor Thomas G. Dunn; Linda Bruce, Municipal Finance Officer; Brian Tynan, Town Attorney; Dolores C. Slater, Town Clerk; Todd Bendtsen, Business Manager, Wolcott Public Schools; Police Chief Edward Stephens; David Kalinowski, Public Works Administrator/ZEO

APPROVAL OF MINUTES:

- **Regular Meeting – June 19, 2012**

Upon **MOTION** by Francis Masi, seconded by Rachel Wisler, it was unanimously voted to **approve** the minutes of the Regular Meeting held on June 19, 2012.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

1. **Finance Office Transfers for FY Year 2011-2012 Year End, submitted by Linda Bruce**
2. **Proposed Video Service Agreement for FY 2012-2013 submitted by Michael Bruce Video**
3. **Proposed Resolution (#353): Connecticut State Library for an Historic Documents Preservation Grant (Letter dated June 25th and Grant Contract attached)**
4. **Letter Received on June 18th from Joseph Macary, Superintendent of Schools, regarding Lease Financing for Technology Hardware** (previously sent on 6-18-12)

5. **Notice to Town Clerk dated June 20th regarding the 2012 Town Council Summer Schedule**

6. **Letter dated June 20th to Dennis Cleary advising him of his appointment to the Board of Ethics**

7. **Notice to Town Clerk dated June 21st regarding the referendum set for the Mad River Road property on Saturday, July 28th at the Wolcott High School Auditorium (legal notice attached)**

8. **Letter received on June 29th from Police Chief Stephens regarding the swearing-in ceremony for two new Police Officers**

9. **Letter Received on July 2nd from Todd Bendtsen, Wolcott Public Schools Business Manager, regarding Multi Year Lease Financing Agreement for Technology Hardware (Proposed Lease & Supporting Documents Attached)**

10. **Letter dated July 11th from Linda Bruce Regarding Request for Bid Waiver for Castings for Road Reconstruction Project (memo to Mayor Dunn regarding same attached)**

11. **Letter dated July 11th from Linda Bruce Regarding Multi-Year Service Agreement with Motorola for Maintenance of the Town's Communication System (proposed agreement attached)**

12. **Letter dated July 12th from Town Attorney Brian Tynan Regarding Lease Financing of Technology Hardware for the Board of Education**

13. **Proposed Resolution (#354): Approval of Lease/Purchase Agreement with Zions First National Bank**

14. **Letter dated July 12th from Town Attorney Brian Tynan Regarding Request for Bid Waiver for Castings for Road Reconstruction Project**

15. **Town Council Annual Report for FY 2011-2012 submitted to Mayor's Office by Chairman Valletta**

16. **Board of Education Year to Date Budget Report dated 06-29-12**

17. **Revised Finance Office Transfers for FY Year 2011-2012 Year End, submitted by Linda Bruce at meeting**

MAYOR'S REPORT:

Mayor Dunn came forward and reported the following:

- Regarding Chesprocott, the Town of Wolcott is working closely with Cheshire and Prospect in seeking an alternative health district; no matter what, the Town has a contract with Chesprocott until next July; he will keep the Council advised as to the status
- They will be holding a hurricane exercise on July 30th and July 31st ; it will be a small exercise, but they will be working with the State of CT
- Baseball Regionals were recently held at the BAW complex; it was a great turnout and the facilities received great feedback and many compliments
- Emily Audibert, the former Miss Wolcott, won the Miss Connecticut pageant; she will visit the Town Green from 12:00 p.m. to 2:00 p.m. this Sunday
- Also, this Sunday is the Mayor's Picnic on the Town Green starting at 4:00 p.m.; the concert will start at 5:00 p.m.
- The capital projects are going very well

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward at which time the following motion was made:

Upon **MOTION** by Rachel Wisler, seconded by Donald Charette, it was unanimously voted to **accept** the revised Year End Transfers for FY 2011-2012 submitted this evening, and waive the reading of the individual transfers **(see attached).**

Mrs. Bruce next reported the following:

- Per Section 703 (a) of the Town of Wolcott Charter, the FY 2012-2013 approved budget and mill rate calculation appears in the July issue of the Wolcott Community News; it is required to be published in a newspaper that has a large circulation within the community
- The financial system rollover for FY 2011-2012 was completed on July 5th; this allows posting transactions to both fiscal years
- Finance Office personnel are in the process of preparing the reconciliations and the required audit schedules for Blum, Shapiro
- The auditors will be in Wolcott starting August 20th; they are normally on-site for about a two week period; follow-up is via email and telephone; after they have finished their review, the final piece of the audit is the completion of the Management Discussion & Analysis report; this is the document in which the Town is responsible to point out and discuss pertinent factors for the fiscal year that is under audit

A brief question and answer period followed and it was noted that the Town cannot use the current auditing firm next year per the Charter. Discussion followed with respect to firms that were used in the past and the types of firms that have submitted bids in the past. Mrs. Bruce also noted that many firms are looking for a

three year contract. The request for proposal normally goes out in January; they will have to see what happens at that time.

SUB-COMMITTEE AND LIAISON REPORTS:

BUILDING COMMITTEE FOR ROAD RECONSTRUCTION: Mrs. Wisler reported that at the last meeting the engineers came up with a new proposal for Townline Road resulting in a $582,000 savings to the Town, and she would like to congratulate them for that.

PENSION COMMITTEE: Mr. Marsella reported that he and Mr. Picard met with the Pension Committee a few weeks ago. Everything looks good and Tim is doing a great job. They are looking into a couple of enhancements to the plan that will come before them after Tim draws them up.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

1. **Discussion & Possible Action on Proposed Video Service Agreement for FY 2012-2013 (Michael Bruce Video)**

Upon **MOTION** by Roger Picard, seconded by Francis Masi, it was unanimously voted to **accept** the Proposed Video Service Agreement for FY 2012-2013 with Michael Bruce Video **(see attached).**

Mr. Masi commented that another camera would be useful so that the whole Council can be viewed better. Mayor Dunn advised that they will be applying for a grant for additional equipment soon.

2. **Resolution: Connecticut State Library – Historic Documents Preservation Grant**

A **MOTION** was offered by Gail Mastrofrancesco, seconded by Charles Marsella to **adopt** the following resolution: RESOLVED: That 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 the amount of $4,000) **{see attached}.**

Dolores Slater came forward and held up one of the completed land record books and Town Meeting books from the 1800's. She explained that the company, who must be approved by the State, encapsulates all of the pages, and deacidifies them. They also try to remove any dirt and mend what they can of the pages. They try to restore the documents as much as they possibly can. She noted that she applies for this grant every year; she is trying to get as many documents preserved as possible. A brief question and answer period followed.

Chairman Valletta called for a vote on the above motion, which ***carried*** unanimously by voice vote.

3. **Discussion & Possible Action on Authorization for the Mayor to Enter into a Multi-Year Service Agreement with Motorola for Maintenance of the Town's Communication System**

A **MOTION** was offered, by Donald Charette, seconded by Rachel Wisler, to **authorize** the Mayor to Enter into a Multi-Year Service Agreement with Motorola for Maintenance of the Town's Communication System in the amount of $83,435.49 **(see attached).**

Mrs. Bruce referenced the letter that she submitted in the Council packets and advised that they have put this out for public bid two years in a row and Motorola is the only one who responded **(see attached).** The cost savings is approximately $6,000 for a three year contract versus going with a one year contract. She stated that it is her recommendation that they enter into a three year contract instead of just one.

Chairman Valletta called for a vote on the above motion, which ***carried*** unanimously by voice vote.

4. **Discussion & Possible Action on Bid Waiver Request for Castings for the Road Reconstruction Project**

A **MOTION** was offered, by Rachel Wisler, seconded by Roger Picard, to **approve** the bid waiver request for Castings for the Road Reconstruction Project.

Mrs. Bruce referenced the letter that she submitted in the Council packets regarding the above, and noted that Campbell Foundry were the manufacturers that were specified by the Sewer & Water Department for the drainage system **(see attached).** She noted that they can purchase certain parts from Superior or Target Enterprises, but she finds that they are saving 20% to 25% by purchasing directly from the manufacturer, Campbell Foundry, located in Harrison, NJ. A brief question and answer period followed.

Chairman Valletta called for a vote on the above motion which ***carried*** unanimously by voice vote.

5. **Discussion & Possible Action on Authorization for the Board of Education to Enter into a Multi-Year Technology Hardware Lease/Finance Agreement**

Todd Bendtsen came forward and stated that this is their yearly lease for PC's for the schools. He noted that they started this process about five years ago. They got the computers from a State bid in the amount of $208,575.20, and now they have to finance it. They bid the financing out which came in at 2.43% on a four year lease. He added that Attorney Brian Tynan reviewed the lease and he believes everything looks fine.

A **MOTION** was offered, by James Pape, seconded by Gale Mastrofrancesco, to **adopt** the following resolution: A resolution approving the form of the Lease/Purchase Agreement with Zions First National Bank, Salt Lake City, Utah and authorizing the execution and delivery thereof; Whereas the Town Council of Town of Wolcott and the Wolcott Board of Education acting herein as Lessee has determined that the leasing of the property described in the Lease/Purchase Agreement presented at this meeting is for a valid public purpose and is essential to the operations of the Lessee (the reading of the remainder of the resolution was waived) **{see attached}.**

Attorney Tynan referenced the letter that he submitted in the Council packet and advised that he spoke with Mr. Bendtsen at length regarding this matter, and noted that the Board of Education has budgeted the initial payment **(see attached).** He stated that he would recommend that the Council approve the lease.

Mrs. Wisler inquired if it would be a good idea if a Council Member attended a Board of Education meeting in April and made a recommendation to send items like this out to bid before the budget is approved. Mr. Bendtsen stated that they are always hesitant to put a bid out before their budget has been passed, but in the future, that may be a good idea.

Chairman Valletta called for a vote on the above motion for Resolution #354 which authorizes the Board of Education to Enter into a Multi-Year Technology Hardware Lease/Finance Agreement. The motion ***carried*** unanimously by voice vote.

ITEMS FOR NEXT AGENDA:

Chairman Valletta advised that if anyone has an item to please contact himself or the Secretary.

TAXPAYERS' TIME:

No taxpayers came forward.

At this time, Mr. Picard stated that he would like to publicly thank Police Chief Stephens, who is present this evening, for taking a proactive approach in law enforcement in this community. The recent acquisitions of plate scanners, video cameras for the school buses, tasers, and the latest technology for video recording for the police officers has taken the department in the right direction and provides greater safety for the officers and the public alike. Police Chief Stephens thanked Mr. Picard and stated that he is only able to do these things with the support of the Mayor and the Town Council.

EXECUTIVE SESSION:

Upon **MOTION** by Rachel Wisler, seconded by Gale Mastrofrancesco, it was unanimously voted to take a five minute recess at 7:34 p.m. and then **enter** into Executive Session to discuss a contractual matter inviting Mayor Dunn, Town Attorney Brian Tynan, and David Kalinowski.

Chairman Valletta called the regular session back to order at 8:00 p.m.

ADJOURNMENT:

Upon **MOTION,** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **adjourn** the meeting at 8:00 p.m.

APPROVED:

Elizabeth Gaudiosi, Secretary
WOLCOTT TOWN COUNCIL

David Valletta, Chairman
WOLCOTT TOWN COUNCIL

TOWN OF WOLCOTT

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

July 12, 2012

David Valletta, Chairman
Wolcott Town Council
10 Kenea Avenue
Wolcott, CT 06716

RE: YEAR END TRANSFERS WITHIN/BETWEEN DEPARTMENTS FISCAL YEAR 2011/2012

Dear Mr. Valletta:

In accordance with the provisions of the Wolcott Town Charter, I am hereby notifying you of the following Year End transfers for Fiscal Year 2011/2012 contained in Schedule A (Fund 01, Fund 30 and Fund 31) 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: July 12, 2012 APPROVED BY: .....
Thomas G. Dunn, Mayor
Town of Wolcott

COUNCIL'S ACTION:
DATE: July 17, 2012 APPROVED BY: .....
Chairman, Wolcott Town Council

SCHEDULE A - PAGE ONE REVISED - **

YEAR END TRANSFERS WITHIN / BETWEEN DEPARTMENTS - FUNDS 01, 30 & 31

2011-2012 FISCAL YEAR - FOR REVIEW ON JULY 17, 2012

DEPARTMENT(S)		ACCOUNT	DESCRIPTION	DEBIT		CREDIT
111- MAYOR'S OFFICE						
	TO	01-1-111-1-1100	SALARY/ADMINISTRATIVE	315.22		
		01-1-111-1-1110	GEN'L ASSIST. ADMINISTRATORS	201.69		
		01-1-111-1-1130	SALARY/ASSISTANTS	193.33		
	FROM	01-1-111-2-2200	SOCIAL SECURITY			448.86
		01-1-111-8-8130	CEREMONIAL / EXPENSES			31.52
		01-1-112-1-1120	WAGES-CLERICAL			229.86
112 - OTHER GENERAL GOVERNMENT						
	TO	01-1-112-1-1140	WAGES - OPERATIONS	857.70		
		01-1-112-3-3200	LEGAL & CONSULTING SERVICES	8,917.31		
		01-1-112-4-4100	ELECTRICITY	853.78		
		01-1-112-4-4121	PUBLIC FIRE CHARGE	700.00		
		01-1-112-4-4210	REFUSE COLLECTION	6,700.00		
		01-1-112-4-4211	RECYCLING	18,443.79		
		01-1-112-4-4212	REFUSE DISPOSAL	8,500.00	**	
	FROM	01-1-112-1-1120	WAGES-CLERICAL			2,824.66
		01-1-112-1-1125	WAGES - FLOATER - P/T			355.31
		01-1-112-1-1145	WAGES - RECYCLING			65.11
		01-1-112-2-2119	GROUP LIFE INSURANCE			1,407.23
		01-1-112-2-2200	SOCIAL SECURITY			903.52
		01-1-112-2-2500	UNEMPLOYMENT COOMPENSATION			545.00
		01-1-112-2-2600	WORKERS COMP. INSURANCE			13,179.65
		01-1-112-3-3010	LEGAL / PUBLIC NOTICES			20.00
		01-1-112-3-3605	EVICTION ACTIVITIES			355.85
		01-1-112-3-3990	CONFERENCES & MEETINGS			19.30
		01-1-112-4-4105	FUEL, HEATING			3,413.06
		01-1-112-4-4400	MAINT. - EQUIPMENT			2,053.61
		01-1-112-4-4600	CONTRACT SERVICES - OTHER			956.53
		01-1-112-4-4910	STREET LIGHTING			5,219.88
		01-1-112-5-5100	OFFICE SUPPLIES			113.06
		01-1-112-7-7323	POSTAGE MACHINE LEASE			43.00
		01-1-112-8-8100	MEMORIAL DAY PARADE			673.69
		01-1-112-8-8180	TAX REFUNDS			3,015.91
		01-1-112-8-8210	VITAL STATISTICS			219.00
		01-1-112-8-8998	CONTINGENCY ACCOUNT			8,790.70
		01-3-311-1-1400	OVERTIME		**	798.51
		01-3-311-4-4900	LIABILITY INSURANCE		**	0.00
22 - TOWN CLERK'S OFFICE						
	TO	01-1-122-1-1120	WAGES - CLERICAL	1,070.36		
		01-1-122-1-1130	SALARY / ASSISTANTS	169.20		
	FROM	01-1-122-1-1100	SALARY / ADMINISTRATIVE			393.02
		01-1-122-2-2200	SOCIAL SECURITY			230.36
		01-1-122-4-4400	MAINT. - EQUIPMENT			507.00
		01-1-122-5-5100	OFFICE SUPPLIES			109.18

151 - TREASURER'S OFFICE					
	TO	01-1-151-1-1130	SALARY / ASSISTANTS	195.77	
	FROM	01-1-151-2-2200	SOCIAL SECURITY		195.77
152 - FINANCE OFFICE					
	TO	01-1-152-1-1100	SALARY / ADMINISTRATIVE	284.84	
		01-1-152-1-1105	SALARY / CHIEF ACCOUNTANT	226.14	
		01-1-152-1-1120	WAGES - CLERICAL	1,183.23	
		01-1-152-1-1130	ADMIN. ASSISTANT	196.06	
	FROM	01-1-152-2-2200	SOCIAL SECURITY		341.85
		01-1-151-8-8160	BANK SERVICE FEES		1,548.42
153 - TAX COLLECTOR					
	TO	01-1-153-1-1120	WAGES - CLERICAL	875.96	
		01-1-153-1-1130	SALARY / ASSISTANTS	169.20	
	FROM	01-1-153-3-3010	LEGAL / PUBLIC NOTICES		1,045.16
154 - ASSESSOR'S OFFICE					
	TO	01-1-154-1-1100	SALARY / ADMINISTRATIVE	247.34	
		01-1-154-1-1120	WAGES - CLERICAL	292.88	
	FROM	01-1-154-7-7328	CAPTL LEASE MAP MACHINE		540.22
161 - BUILDING INSPECTOR'S OFFICE					
	TO	01-1-161-1-1170	SALARY-BLDNGINSP/INSPMAINT/SUPV	218.46	
	FROM	01-1-161-5-5100	OFFICE SUPPLIES		218.46
163 - PLANNING & ZONING					
	TO	01-1-163-1-1100	SALARY / ADMINISTRATIVE	121.25	
		01-1-163-1-1120	WAGES - CLERICAL	2,152.35	
	FROM	01-1-163-3-3700	CONSULTING SERVICES		2,118.86
		01-1-163-7-7328	CAP LEASE MAP MACHINE		154.74
168 - COMMISSION ON AGING					
	TO	01-1-168-1-1100	SALARY / ADMINISTRATIVE	113.48	
	FROM	01-1-168-2-2200	SOCIAL SECURITY		113.48
211 - POLICE					
	TO	01-2-211-1-1100	SALARY / ADMINISTRATIVE	365.22	
		01-2-211-1-1110	ADMINISTRATIVE ASSISTANT	171.04	
		01-2-211-1-1120	SALARY / WAGES CLERICAL	2,423.56	
		01-2-211-1-1400	OVERTIME	10,394.19	
		01-2-211-2-2130	HEART/HYPERTENSION/DISABILITY	29,978.26	
		01-2-211-4-4950	OPERATION EXPENSE	1,664.89	
		01-2-211-4-4951	VEHICLE GASOLINE	5,498.32	
	FROM	01-2-211-1-1140	WAGES - OPERATIONS		3,811.17
		01-2-211-1-1500	UNIFORM ALLOWANCE		2,476.21
		01-2-211-1-1900	ACCRUED SICK DAYS		1,822.90
		01-2-211-1-2200	SOCIAL SECURITY		4,335.88
		01-2-211-2-2600	WORKERS COMP. INSURANCE		302.71
		01-2-211-3-3991	IN SERVICE TRAINING		4,328.67
		01-2-211-4-4610	CONTRACTED SERVICES		2,318.86
		01-2-211-4-4900	LIABILITY INSURANCE		1,454.70
		01-2-211-5-5100	OFFICE SUPPLIES		54.03
		01-2-211-6-6100	DUES/FEES/CONFERENCES		130.91
		01-2-211-8-8230	JUNK CAR REMOVAL		500.00
		01-2-216-3-3400	GROUND WATER TESTING		1,533.26
		01-2-216-4-4420	MAINT & REPAIR - BUILDING		4,507.36
		01-3-311-1-1400	OVERTIME		22,918.82

212 - PUBLIC SAFETY					
	TO	01-2-212-1-1140	SALARY / WAGES OPERATIONS	7,941.02	
	FROM	01-2-212-1-1400	OVERTIME		556.91
		01-2-212-1-1900	ACCRUED SICK DAYS		1,628.40
		01-2-212-2-2200	SOCIAL SECURITY		197.90
		01-2-212-4-4610	CONTRACTED SERVICES		295.14
		01-2-212-5-5100	OFFICE SUPPLIES		101.55
		01-2-216-4-4100	ELECTRICITY		367.63
		01-2-216-4-4105	FUEL, HEATING		2,757.82
		01-2-216-4-4420	MAINT & REPAIR - BUILDING		657.56
		01-2-216-4-4600	CONTRACT SERVICES OTHER		200.00
		01-2-216-4-4610	CONTRACT SERVICES		1,178.11
213 - ANIMAL CONTROL OFFICER					
	TO	01-2-213-1-1140	SALARY / WAGES OPERATIONS	204.31	
	FROM	01-2-213-2-2200	SOCIAL SECURITY		13.32
		01-2-216-4-4100	ELECTRICITY		190.99
311 - PUBLIC WORKS					
	TO	01-3-311-1-1100	SALARY / ADMINISTRATIVE	130.06	
		01-3-311-4-4710	TELEPHONE	895.68	
		01-3-311-4-4951	GASOLINE	1,241.16	
	FROM	01-3-311-1-1400	OVERTIME		1,214.90
		01-3-311-4-4610	CONTRACTED SERVICES		1,052.00
551 - LIBRARY					
	TO	01-5-551-4-4105	FUEL, HEATING	228.02	
		01-5-551-7-7300	CAPITAL OUTLAY	10,000.00	
		01-5-551-7-7312	AUTOMATION - LIBRARY	807.69	
	FROM	01-5-551-1-1140	WAGES - OPERATIONS		11,035.71
FUND 30 - ACQUIRED FACILITIES					
	TO	30-8-800-8-8181	PICNIC REFUNDS	400.00	
	FROM	30-8-800-4-4466	MAINTENANCE SUPPLIES		400.00
FUND 31 - FARMINGBURY HILLS COMMISSION					
	TO	31-5-801-1-1400	OVERTIME	2,610.80	
		31-5-801-4-4100	ELECTRICITY	602.13	
	FROM	31-5-801-1-1310	WAGES - SEASONAL HELP		2,930.00
		31-8-801-1-1311	RANGERS		282.93

MICHAEL BRUCE VIDEO

PROPOSED VIDEO SERVICE AGREEMENT 2012-2013

January 2, 2012

Wolcott Town Council
Town of Wolcott
10 Kenea Avenue
Wolcott, CT 06716

Dear Members of the Wolcott Town Council:

For the purpose of budget preparation we submit the following proposal.

Michael Bruce Video (MBV) submits this proposal for the expertise and services to cablecast live on a Governmental Channel of the local cable franchise (when available) and replay a recording on the weekend following the meeting of the regular twice monthly, **twenty one (21) meetings of the Wolcott Town Council which includes two special meetings regarding the budget,**. *(All cable times for reruns may be requested by the Town Council, but are at the discretion of the Community Access Provider,.Skye Cable 13.)* This service if available will begin September 1, 2012 and end on June 30, 2013.

This service will include expertise to video and audio record each meeting; will include opening and closing graphics for the "Live" and "Video" recordings and sound control for the equipment in place at Wolcott Town Hall. All requirements for Council meetings will be at the call of the Council Chairman. The video recording at all times, will be the property of the Town of Wolcott and will display the phrase "Funded by the Town of Wolcott.

In return for the above service, the Town of Wolcott agrees to compensate Michael Bruce Video,

Two Hundred Seventy Five Dollars and No Cents ($275.00) per meeting

due and payable upon the receipt of an invoice to be submitted as monthly billing for each months meetings.

In the event of a meeting cancellation, a set-up charge of $40.00 will be incurred.

As we have provided in the past, we will to continue to run a Community Bulletin Board and video record any event which will showcase Wolcott youngsters or events with positive exposure for Wolcott at no additional charge.

Services for additional meetings, public hearings and all other matters are separate and individual from this agreement and will be negotiated upon request.

Respectfully submitted:
Michael Bruce Video

.....for the Town Council dated ...../...../.....

.....Michael Bruce Video dated ...../...../.....

424 Bound Line Road, Wolcott, CT 06716 Cell: 203.206.7575 E-Mail: mbvid21@aol.com

#353

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 **17th day of July, 2012**, 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: That 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 18th day of July, 2012

Dolores C Slater
Signature - Town Clerk

Dolores C. Slater
Name of Town Clerk (Type or print clearly)

TOWN OF WOLCOTT

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

July 11, 2012

TO: David Valletta, Chairman Wolcott Town Council
FROM: Linda R. Bruce, Municipal Finance Officer

RE: Request for Three Year Contract - Motorola Service Agreement

I am requesting that the Town Council approve the purchase of a three year Motorola Service Agreement, valued at $83,435.49, for the maintenance of the Town's Communication System. The Agreement will be in place through June 30, 2015. In accordance with SEC. 306. (h) of the Wolcott Town Charter, expenditures under the jurisdiction of the Mayor to be made in subsequent Fiscal Years, shall require Town Council approval.

The Finance Office has listed for public bid the specifications for a service contract for the Town's communication system with the results being Motorola the only respondent. They have offered a three year (3) proposal that would result in a cost savings of approximately $5,914.21 over the life of the contract versus signing a one year agreement for each Fiscal Year. The Town's Communication System consists of Motorola equipment, was constructed under Motorola supervision and will be maintained by trained Motorola authorized personnel.

The cost of the Service Agreement has been apportioned and included in the budgets of the following Departments: Police, Fire, Ambulance and Public Works.

Linda R. Bruce

/lrb
CC: Town Council Members
Mayor Thomas G. Dunn
Brian Tynan, Town Attorney
Motorola Service Agreement Three Year Request Town Council for 07.17.2012

MOTOROLA SOLUTIONS

SERVICES AGREEMENT

Date: 6/22/2012

Attn: National Service Support/4th fl
1301 East Algonquin Road
(800) 247-2346

Contract Number : S00001013638

Required P.O.: TBD
Customer # : 1036448670
Bill to Tag # : 0001
Contract Start Date: 07/01/2012
End Date: 06/30/2015
Anniversary Day Jun 30th
Payment Cycle: ANNUAL
PO # : TBD

Company Name: Wolcott, Town Of
Attn:
Billing Address: 10 Kenea Ave Town Hall
City, State, Zip: Wolcott,CT,06716
Customer Contact: Kyle Dunn
Phone: (203) 704-1308
Fax:

QTY	MODEL/OPTION	SERVICES DESCRIPTION	ANNUAL EXT 2012-13	ANNUAL EXT 2013-14	ANNUAL EXT 2014-15
		***** Recurring Services *****			
	SVC01SVC1108C	**INFRASTRUCTURE REPAIR**	$8,646.17	$8,862.32	$9,083.88
4	SVC261AB	ENH: CONVENTION SITE			
10	SVC263AB	ENH: CONVENTIONAL STATION - ASTRO			
2	SVC264AB	ENH: CONVENTIONAL OERATOR POSITION			
1	SVC455AE	ENH: DISPATCH SITE			
	SVC01SVC1405C	**NETWORK PREVENTATIVE MAINTENANCE A**	$3,096.41	$3,173.82	$3,253.16
10	SVC212AA	ENH: GROUND ACCESSIBLE STATION			
2	SVC213AA	ENH: GROUND ACCESSIBLE OPERATO			
5	SVC850AA	SITE PM ACCESS A			
	SVC01SVC1424C	**ONSITE INFRASTRUCTURE RESPONSE WITH LOCAL DISPATCH SERVICE**	$12,174.44	$12,478.80	$12,790.77
4	SVC218AD	SITES-NONCONVENTIONAL			
10	SVC219AD	STATIONS			
2	SVC220AD	OPERATOR POSITIONS			
1	SVC992AA	DISPATCH CENTER LOCATION			
	SVC02SVC0001C	**SP - MICROWAVE SERVICES**	$3,210.96	$3,291.24	$3,373.52
2		HARRIS MICROWAVE			
			$27,127.98	**$27,806.18**	**$28,501.33**

SPECIAL INSTRUCTIONS - ATTACH STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS

Excludes HVAC, UPSs, Generators, and Tower Climbing.
Quotation based upon listed equipment and services; additions or deletions will alter pricing. Pricing valid if authorized customer signature and purchase order for Grand Total amount of $83,435.49 is received on or before 7/31/2012.

THIS SERVICE AMOUNT IS SUBJECT TO STATE & LOCAL TAXING JURISDICTIONS, TO BE VERIFIED BY MOTOROLA.

GRAND TOTAL
$83,435.49

SUBCONTRACTOR(S)	CITY	STATE
MOTOROLA SYSTEM SUPPORT CENTER	ELGIN	IL
MOTOROLA FSO - YEH (DO444)	GLEN ROCK	NJ
NORTHEASTERN COMMUNICATIONS INC	NAUGATUCK	CT

Christopher Brown — DVTJ46@motorolasolutions.com — 860-922-9411
MOTOROLA REPRESENTATIVE — PHONE

MOTOROLA SOLUTIONS

SERVICES AGREEMENT

Attn: National Service Support/4th fl
1301 East Algonquin Road
(800) 247-2346

Contract Number: S00001013638

Date: 06/22/2012

Company Name:	Wolcott, Town Of
Attn:	
Billing Address:	10 Kenea Ave Town Hall
City, State, Zip:	Wolcott,CT,06716
Customer Contact:	Kyle Dunn
Phone:	(203)704-1308

Required P.O.:	TBD
Customer # :	1036448670
Bill to Tag # :	0001
Contract Start Date:	07/01/2012
Contract End Date:	06/30/2015
Anniversary Day:	Jun 30th
Payment Cycle:	ANNUAL
PO # :	TBD

QTY	MODEL/OPTION	SERVICES DESCRIPTION		EXTENDED AMT
		Total Services		$83,435.49
		Subtotal - Recurring Services		
		Subtotal - One-Time Event Services		
			-	-
		Grand Total		**$83,435.49**

SPECIAL INSTRUCTIONS - ATTACH STATEMENT OF WORK FOR PERFORMANCE DESCRIPTIONS

Excludes HVAC, UPSs, Generators, and Tower Climbing.
Quotation based upon listed equipment and services; additions or deletions will alter pricing. **Pricing valid if authorized customer signature and purchase order for Grand Total amount of $83,435.49 is received on or before 7/31/2012.**

THIS SERVICE AMOUNT IS SUBJECT TO STATE AND LOCAL TAXING JURISDICTIONS WHERE APPLICABLE, TO BE VERIFIED BY MOTOROLA.

Subcontractor(s)	City	State
MOTOROLA SYSTEM SUPPORT CENTER	ELGIN	IL
MOTOROLA FSO - YEH (DO444)	GLEN ROCK	NJ
NORTHEASTERN COMMUNICATIONS INC	NAUGATUCK	CT

I received Statements of Work that describe the services provided on this Agreement. Motorola's Service Terms and Conditions, a copy of which is attached to this Service Agreement, is incorporated herein by this reference.

AUTHORIZED CUSTOMER SIGNATURE | TITLE | DATE

CUSTOMER (PRINT NAME)

MOTOROLA REPRESENTATIVE(SIGNATURE) | TITLE | DATE

Christopher Brown | 860-922-9411

MOTOROLA REPRESENTATIVE(PRINT NAME) | PHONE

TOWN OF WOLCOTT

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

July 11, 2012

TO: David Valletta, Chairman Wolcott Town Council
FROM: Linda R. Bruce, Municipal Finance Officer

RE: Request for Bid Waiver

Please find enclosed my memo to Mayor Dunn regarding a bid waiver for the purchase of castings which includes frames, covers and risers for Wolcott's drainage system throughout Town. As noted in the memo to Mayor Dunn, when the Town's original drainage system was constructed many years ago, Campbell Foundry castings were specified. The continued use of Campbell Foundry products for our road reconstruction project ensures that the replacement castings are compatible with the drainage system that is in place.

It is my opinion it would be in the best interests of the Town of Wolcott to **not** post a bid for this product. While Campbell Foundry products may be available through retail suppliers, it would be at an additional cost as those suppliers would purchase the products from Campbell Foundry.

Linda R. Bruce

/lrb
Bid Waiver Request David Valletta Campbell Foundry for Town Council Meeting 07.17.2012
CC: Mayor Thomas G. Dunn
Brian Tynan, Town Attorney
Town Council Members

TOWN OF WOLCOTT

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

July 11, 2012

TO: Mayor Thomas G. Dunn
FROM: Linda R. Bruce, Municipal Finance Officer

RE: Purchase of Castings for Road Reconstruction Project

In accordance with the Wolcott Town Charter, Section 707, paragraph , [c] and [v], it is my opinion that to proceed with the public bidding procedure for the referenced material for the road reconstruction project would not be in the best interests of the Town of Wolcott.

The justification for this recommendation is based on the following:

- When the Town's original drainage system was constructed Campbell Foundry castings were specified per records at the Sewer and Water Department
- The Town Wide road reconstruction project requires replacement of frames, covers and risers for the Town's drainage system (replacement of catch basins, etc.). Purchasing Campbell Foundry castings ensures the product is compatible with our current system.
- Campbell Foundry products may be available from retail suppliers but at an additional cost. Purchasing directly from the manufacturer eliminates the retail markup.

The Road Reconstruction Building Committee has approved Campbell Foundry as the supplier for the above mentioned product.

/lrb
CC: Town Council Members
Brian Tynan, Town Attorney
MayorThomasG.DunnBidWaiverRequestCampbellFoundryCastings
07.11.2012

Linda R. Bruce

TYNAN & IANNONE
Attorneys at Law
250 Wolcott Road
Wolcott, Connecticut 06716-2634

WILLIAM F. TYNAN
MARK IANNONE
BRIAN TYNAN
CLIFFORD COMERFORD
MATTHEW A. LUCARELLI

TELEPHONE
(203) 879-1431
FAX
(203) 879-9152

July 12, 2012

Chairman David Valletta
Wolcott Town Hall
10 Kenea Avenue
Wolcott, CT 06716

RE: Request for Bid Waiver Castings for Road Reconstruction Project

Chairman David Valletta and Members of the Wolcott Town Council:

I understand that Linda Bruce as the Municipal Finance Officer is requesting a Bid Waiver for the replacement of frames, covers and risers for the Wolcott Drainage System which is currently being repaired or replaced in conjunction with the road re-paving projects in Town. I have discussed the matter at length with Mrs. Bruce and I would concur that it would be in the best interest of the Town of Wolcott to waive the necessity of having formal bids on this particular project. Campbell Foundry Castings was the original company used in accordance with the road specifications of the Sewer and Water Department. To maintain uniformity of the catch basins, etc. it would make the most sense to stay with the same company and have uniform catch basins throughout the Town.

The Town Council is allowed under the Town Charter to waive formal bids. Section 707(c) states that the Council, the Mayor, and all Boards, Commissions and Agencies of the Town shall be required to put out to public bid, all expenditures for any one (1) item or service in excess of $10,000.00. However, that Section goes on to say notwithstanding the foregoing, certain expenditures shall be exempt from the provisions of the above public bidding procedure with the approval of the Town Council. Section 707 (c) (v) allows for bid waivers, for expenditures for those contracts where in the opinion of .... Municipal Finance Officer.... it would not be practical or in the best interest of the Town to proceed in a manner required by the above public bidding procedures and provided that the Town Council affirmatively determines the adherence of the public bidding procedure would not be practical or in the best interest of the Town of Wolcott.

Mrs. Bruce had submitted a request for Bid Waiver and letter to the Mayor indicating that in her opinion a formal bid procedure would not be in the best interest of the Town of Wolcott as it would make the most sense to award the bid to Campbell Foundry Castings.

I would concur with the Municipal Finance Officer and request that the Town Council waive the public bidding procedures after affirmatively determining that it would not be in the best interest of the Town of Wolcott to go out to a formal bid.

Wolcott Public Schools

Superintendent of Schools
Joseph P. Macary

1488 WOODTICK ROAD • WOLCOTT, CONNECTICUT 06716
TELEPHONE (203) 879-8180

Business Manager
Todd W. Bendtsen, C.P.A.

Assistant Superintendent
Robert Eberle, Ed.D.

June 18, 2012

Mr. David Valletta
Town Council Chairman
Town of Wolcott
10 Kenea Avenue
Wolcott, Connecticut 06716

Re: Lease Financing for Technology Hardware

Dear Mr. Valletta,

On June 11, 2012 the Wolcott Board of Education awarded the $208,575.20 Lease Finance of Technology Hardware Proposal to **Municipal Leasing Credit Corporation** at an annual rate of **2.43%** for a four year lease. I am requesting permission from the Wolcott Town Council to purchase, the Wolcott Public Schools technology hardware on July 2, 2012 consisting of 280 desktops.

I realize this is prior to Town Council approval but is necessary to get the computers up and running by August 29th, the first day of school. Due to the Town Council's approval date of the Board of Education's yearly budget and the Town Charter's advertising time-line for bids/proposals, it is nearly impossible to present a lease contract to the Town Attorney for his opinion for the June Town Council meeting. By placing the order after the mid July Town Council meeting, the receipt and installment of the equipment would be delayed causing a disruption to student learning. This process is almost impossible to implement effectively due to the constraints and time-lines.

In advance, thank you for yours and the Town Council's consideration. If you have any questions or need more information, please contact me. Thank You.

Sincerely,

Joseph P. Macary
Superintendent of Schools

Attachment

It is the policy of the Wolcott Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program because of his or her race, color, religion, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation, past or present history of mental disorder, learning disability or physical disability
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

Time-Line for RFP Lease Financing for Technology Equipment

Legal Notice in Newspaper May 25th

Bid Opening June 11th

Board meeting is on June 11th, results will be hand carried to meeting.

Board of Education Approval June 11th Meeting

Notified successful vendor June 12th

The vendor has to process paperwork which may take up to two weeks to generate a contract.

Town Council Approval/Meeting June 19th Meeting

Per Linda Bruce, would need the contract/documents by **June 14th** in order to be put on the agenda. The Towns Attorney needs to review the materials and make his recommendation to the Council.

Town Council Approval/Meeting July 17th Meeting

Per Linda Bruce, the Council has not decided on the July meeting but she thinks it may be this date.

Wolcott Public Schools

Superintendent
Joseph P. Macary

Assistant Superintendent
Robert Eberle, Ed.D.

1488 WOODTICK ROAD • WOLCOTT, CONNECTICUT 06716
TELEPHONE (203) 879-8180

Business Manager
Todd W. Bendtsen, C.P.A.

July 2, 2012

Mr. David Valletta
Town Council Chairman
Town of Wolcott
10 Kenea Avenue
Wolcott, Connecticut 06716

Re: Recommendation - Lease Financing of Technology Hardware

Dear Mr. Valletta,

I am kindly requesting authorization from the Wolcott Town Council for the Board of Education to enter into a multi-year technology hardware lease/finance agreement.

On June 11, 2012 the Wolcott Board of Education awarded the $208,575.20 Lease Finance of Technology Hardware proposal to **Municipal Leasing Credit Corporation** at a rate of 2.43% for a four-year lease.

Please contact me with any additional needs or questions. In advance thank you for your assistance.

Sincerely,

Todd Bendtsen, C.P.A.
Business Manager

Attachments

It is the policy of the Wolcott Board of Education that no person shall be excluded from participation in, denied the benefits of, or otherwise discriminated against under any program because of his or her race, color, religion, sex, age, national origin, ancestry, marital status, sexual orientation, mental retardation, past or present history of mental disorder, learning disability or physical disability
AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

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(203) 879-1431
FAX
(203) 879-9152

July 12, 2012

Chairman David Valletta
Wolcott Town Hall
10 Kenea Avenue
Wolcott, CT 06716

RE: Lease Financing of Technology Hardware

Dear Chairman Valletta and Members of the Wolcott Town Council:

I have reviewed the proposed Contract for the leasing of 295 Dell PC's for the Wolcott School System. I had a number of questions which I asked of Todd Benson, the Board of Education Business Manager. He answered all of my questions to my satisfaction.

In accordance with the Town Charter, the Town Council has to approve Contracts spanning more than one fiscal year even if they deal with purchases of the Board of Education.

This proposed Contract is very similar to the previous Contracts that the past Town Councils have approved. I would recommend that the Wolcott Town Council approve this Contract. I have amended the Resolution that the vendor had supplied to the Board of Education to make it more appropriate for the Wolcott Town Council to approve. That Resolution is attached to this letter.

Thank you very much for your attention to this matter.

Very truly yours,

Brian Tynan

BT/an

#354

RESOLUTION OF WOLCOTT TOWN COUNCIL

A resolution approving the form of the Lease/Purchase Agreement with Zions First National Bank, Salt Lake City, Utah and authorizing the execution and delivery thereof.

Whereas, The Town Council of Town of Wolcott and the Wolcott Board of Education acting herein as Lessee has determined that the leasing of the property described in the Lease/Purchase Agreement (the "Lease/Purchase Agreement") presented at this meeting is for a valid public purpose and is essential to the operations of the Lessee; and

Whereas, the Town Council has reviewed the form of the Lease/Purchase Agreement and has found the terms and conditions thereof acceptable to the Lessee; and

Whereas, The Town of Wolcott has taken the steps necessary to comply with Public Bidding Requirements with respect to the Lease/Purchase Agreement.

Be it resolved by the Town Council of the Town of Wolcott that:

SECTION 1. The terms of said Lease/Purchase Agreement are in the best interests of the Lessee for the leasing of the property described therein.

SECTION 2. The appropriate officers and officials of the Lessee are hereby authorized and directed to execute and deliver the Lease/Purchase Agreement in substantially the form presented to this meeting and any related documents and certificates necessary to the consummation of the transactions contemplated by the Lease/Purchase Agreement for and on behalf of the Lessee. The officers and officials of the Lessee may make such changes to the Lease/Purchase Agreement and related documents and certificates as such officers and officials deem necessary or desirable, such approval to be conclusively evidenced by the execution and delivery thereof.

SECTION 3. The officers and officials of the Town of Wolcott and the Lessee are hereby authorized and directed to fulfill all obligations under the terms of the Lease/Purchase Agreement.

Adopted and approved this 17th day of July, 2012.

By David R Valletta

Print Name: David Valletta

Title: Chairman, Wolcott Town Council

Attest:

By Dolores C Slater

Print Name: Dolores Slater

Title: Wolcott Town Clerk