

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, February 7, 2012

Council Chambers, Wolcott Town Hall

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

MEMBERS PRESENT: Chairman David Valletta, Vice-Chairman Gale Lanza Mastrofrancesco, Francis Masi, James Pape, Roger Picard, Jeffrey Slavin, Rachel Wisler, and Charles Marsella

MEMBERS ABSENT: Donald Charette Sr.

ALSO PRESENT: Mayor Thomas G. Dunn; Linda Bruce, Municipal Finance Officer; Town Attorney Brian Tynan; Police Chief Edward Stephens; et al.

APPROVAL OF MINUTES:

▪ **Regular Meeting – January 17, 2012**

Upon **MOTION** by James Pape, seconded by Gale Mastrofrancesco, it was unanimously voted to **approve** the minutes of the Regular Meeting held on January 17, 2012.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

1. Letter received on January 11th from the Democratic Town Committee regarding recommendations of two appointments to the Library Board of Directors (previously submitted in last packet)
2. Letter dated January 18th to Anthony Marino regarding his appointment as Moderator
3. Letter dated January 18th to James Paolino regarding his appointment as Deputy Moderator
4. Letter received on January 26th from the Democratic Town Committee regarding recommendations of appointments to the Building Code Board of Appeals

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5. Letter received on January 26th from the Republican Town Committee regarding recommendations of appointments to the Library Board of Directors, of Alternate Members to the Zoning Board of Appeals, and to the Building Code Board of Appeals
 6. Letter received on February 2nd from the Democratic Town Committee regarding an additional recommendation of an appointment to the Library Board of Directors
 7. Letter received on February 2nd from the Democratic Town Committee regarding recommendation of an appointment of an Alternate Member to the Zoning Board of Appeals
 8. Copy of a Letter dated February 1st from Linda Bruce to Mayor Dunn regarding the Purchase of a Used Vehicle for the Wolcott Police Dept.
 9. Letter dated February 2nd from Linda Bruce requesting a Bid Waiver for the purchase of a Used Vehicle
 10. Proposed Comcast Service Agreement for the Town Hall
 11. Letter dated February 2nd from Linda Bruce regarding the Comcast Service Agreement
 12. Letter dated February 2nd from Town Attorney Brian Tynan regarding the Comcast Service Agreement and Bid Waiver Request for Police Automobile
 13. Letter dated February 7th from Robin Japs expressing interest in serving on the Library Board of Directors
 14. Memo dated February 7th from Chairman Valletta regarding recommendations to Town Council appointed Boards

MAYOR'S REPORT:

Mayor Dunn and came forward and reported the following:

- The Town has had a grant to acquire Open Space near Peterson Park for the past several years; a prior property that they were looking at acquiring did not work out, however, recently the redemption center adjacent to the park went out of business; he met with them today and appraisals need to be done which is required by the State; the grant purchase would need to be submitted to referendum; he will continue to keep the Council apprised of the situation

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At this time Mayor Dunn noted that the Town is looking for two certified police officers at which time Chief Stephens came forward and reported the following:

- One officer will be retiring and they will possibly be losing one of the new officers to another department
- He would like to have a certified list in place so that it would only take about a month to get them in place if needed; this would avoid excessive overtime costs; they placed an ad in newspaper and on the Police Officers Standards and Training (POST) website

A brief question and answer period followed on the above items, this year's revaluation process, Park of Wolcott's recycling bins, and road reconstruction, during which the following was noted:

- Mr. Marsella requested if the Assessor can appear at the next meeting to explain why a lot of homeowners' assessments have surprisingly gone up even when they have not done any improvements; he noted that he doesn't believe that the appeals process is going the way it should and would like the Assessor to explain the process to the public
- Mayor Dunn advised that the Assessor can appear and also noted that most assessments have gone down; the Grand List has decreased
- It was noted by Chief Stephens that POST used to have a policy that new officers had to stay with that department for two years; this past October, POST no longer has that policy
- Mayor Dunn needs to check to see if Park of Wolcott's residents can leave their recycling bins on Beach Road
- They are aiming for April to start road improvements

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and reported the following:

- They continue to work with their FEMA representative to finalize the approved costs for both Hurricane Irene and Storm Alfred
- To date, FEMA has approved a total of \$124,966.43 for Hurricane Irene, which includes emergency services and debris clean up; they will be reimbursed 75% or \$93,724.82
- FEMA is still reviewing costs submitted for permanent work, e.g. culverts and storm drain damage, which total \$32,200.00 @ 75%, which equals \$24,150.00 in reimbursement
- Total reimbursement for Irene @ 75% should total \$117,874.82, of which approximately \$32,000.00 of that will post to unanticipated revenue in Fund 01

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- For Storm Alfred, they have accumulated \$79,375.67 in direct costs which does not include equipment usage for debris removal which is approximately \$173,279.00;
 - Snow removal overtime for Alfred totals \$24,165.55, which is included in the direct costs; equipment usage for the snow removal is approximately \$14,000.00
 - Initially FEMA was not going to allow for snow removal costs as the snow accumulations and areas affected did not meet certain criteria; they have pointed out to FEMA that local roads had to be plowed to allow for access of emergency and utility vehicles; Wolcott was the first Town to bring this point up; FEMA supervisors will be reviewing this request; detailed documentation will be required
 - Departmental budget meetings with the Mayor and Finance Officer are being scheduled for the weeks of February 13th and 20th
 - No transfers were submitted for Council approval

SUB-COMMITTEE AND LIAISON REPORTS:

There were no reports.

UNFINISHED BUSINESS:

1. Appointments to the Library Board of Directors (Town Council Appointment)

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **appoint** the following individuals to the Library Board of Directors: Roberta Leonard- R, Allyson Bruce-R, William O'Brien- R, Alan Giacomi- R, Robin Japs-U, Ray Widziewicz- D, and Teresa Skurkis- D.

2. Appointment of Alternates to the Zoning Board of Appeals (Town Council Appointment)

Upon **MOTION** by Gale Mastrofrancesco, seconded by Roger Picard, it was unanimously voted to **appoint** the following individuals as Alternates to the Zoning Board of Appeals: Anthony Lombardi – R, James Treanor – R, and Ted Storlazzi - D

3. Appointments to the Building Code Board of Appeals (Town Council Appointment)

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **appoint** the following individuals to the Building Code Board of Appeals: James Flynn- R, Cliff Chasse- D, and Donald Luth- D

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NEW BUSINESS:

1. Discussion & Possible Action on Authorization for Mayor to Execute Proposed Comcast Service Agreement for Town Hall

Linda Bruce came forward and stated that the contract needs Council approval because it spans multiple fiscal years and referenced the letter that she submitted in the Council packets (**see attached**). It has been recommended by their software provider and their IT Consultant that they get a second internet service for the Town Hall to switch to if AT&T goes down. The cost for this service is a little over \$1,500 a year.

A **MOTION** was offered by Rachel Wisler, seconded by Roger Picard, to **authorize** the Mayor to execute the Comcast Service Agreement for the Town Hall.

A brief question and answer period followed regarding how often AT&T has gone down, storm activity, and the upgrades to the financial, payroll and tax packages, etc. Discussion also followed with respect to whether there are any guarantees by the new provider that service would not go down even if AT&T went down or if there was an alternate path for their wires. It was noted that there are no guarantees and that this is just being implemented as a backup.

Attorney Tynan noted that he also submitted a letter to the Council regarding this contract (**see attached**).

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

2. Bid Waiver Request for Purchase of Used Vehicle for Police Department

A **MOTION** was offered by Rachel Wisler, seconded by Francis Masi, to **waive** the bidding procedure for the purchase of a used vehicle for the Police Department.

Letters from Linda Bruce and Attorney Tynan regarding the above item were submitted and are attached.

Police Chief Stephens updated the Council as to the situation with the fleet; they are now down a car due to an accident. General discussion followed with respect to the specifications of the vehicle, life expectancy, cars kept for spare parts, etc.

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

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ITEMS FOR NEXT AGENDA:

- Assessor
- Representative from the Board of Assessment Appeals

Chairman Valletta advised that if anyone has any additional items that they should contact himself or the Clerk.

TAXPAYERS' TIME:

1. **Paula & Scott Bunce of 45 Andrews Road**, came forward at which time Mrs. Bunce submitted a timeline of events, color photos, and a DVD of an issue on their property (**on file**). Mrs. Bunce stated that the issue is a storm drain located on their property which creates a river through her yard. She noted that they do not have an easement on their property for this storm drain; her neighbor has the easement, and the drain also comes over onto her property. She next proceeded to review the timeline of events in detail (**see attached**). When she was done reviewing the timeline, both Mr. & Mrs. Bunce expressed their frustration with the Town not repairing the water problem remaining on their property. They both stated that they are here this evening to request that the Town Council get involved.

Chairman Valletta stated that they will try to address the issue, at which time Mrs. Bunce asked if and when the Council will get back to them. Chairman Valletta stated that either he will or the Mayor will. Mayor Dunn next advised that as an ex-officio member of the Town Council, the policy is normally to not respond during Taxpayers' Time. However, he noted that if the Council is to respond than he suggested that they put a sub-committee together that can meet with him and Mr. Kalinowski at the property.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION**, by Roger Picard, seconded by Rachel Wisler, it was unanimously voted to **adjourn** the meeting at 8:25 p.m.

APPROVED:

Elizabeth Gaudiosi, Secretary
WOLCOTT TOWN COUNCIL

David Valletta, Chairman
WOLCOTT TOWN COUNCIL

Memo

**Wolcott
Town Council**

TO: Honorable Town Council Members

FROM: David Valletta, Chairman

DATE: February 7, 2012

RE: Town Council Appointments:

- Library Board of Directors
- Zoning Board of Appeals Alternates
- Building Code Board of Appeals

I am recommending the appointment of the following individuals to the Boards listed below:

Library Board of Directors (7)

Roberta Leonard	R
Allyson Bruce	R
William O'Brien	R
Alan Giacomi	R
Robin Japs	U
Ray Widziewicz	D
Teresa Skurkis	D

ZBA Alternates (3)

Anthony Lombardi	R
James Treanor	R
Ted Storlazzi	D

Building Code Board of Appeals (3)

James Flynn	R
Cliff Chasse	D
Donald Luth	D



TOWN OF WOLCOTT

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

February 1, 2012

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

RE: Purchase of a Used 2010 Chevrolet Impala for the Wolcott Police Department

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

The justification for this recommendation is based on the following:

- Currently the Wolcott Police Department fleet of vehicles are Chevrolet Impalas
- The purchase of a used vehicle is imperative to replace a 2010 Chevrolet police cruiser that was involved in an accident on 01/15/2012
- The insurance company has totaled the vehicle at a value of \$16,025.00 which will be deposited to Fund 63 (Insurance Claims)
- We have contacted automotive dealers that supply Chevrolet Impalas and have located a vehicle that is available immediately at a cost of \$11,500.00
- Fund 01 (General Government Expenditure Budget) will not be affected by this purchase
- The balance of \$4,525.00 will be available for upfits to other police vehicles (light bars, back seat cage, radio, in car computer, etc.)

The Wolcott Police Department is currently short a vehicle and the bid process requires a 15 day minimum posting. It is not likely we would receive multiple responses for vehicles suitable for police use. Following discussions with Chief Stephens it is my recommendation to purchase the used 2010 Chevrolet Impala.

/lrb

CC: Town Council Members

MayorThomasG.DunnBidWaiverUsed 2010Chevrolet Impala
02.01.2012



TOWN OF WOLCOTT

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

February 2, 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 a 2010 Chevrolet Impala for the Wolcott Police Department.

As stated in my memo to Mayor Dunn the purchase of the vehicle is to replace a cruiser that was involved in an accident on 01/15/2012. The cruiser was totaled by our insurance carrier at a value of \$16,025.00. It is my opinion it would not be practicable or in the best interests of the Town of Wolcott to post a bid for the purchase of a used vehicle suitable for police use. It is highly unlikely we would receive multiple responses. A vehicle has been located that conforms to our criteria and also is within our price range.

According to the Wolcott Town Charter the Town Council may waive the bid process under Sec. 707, paragraph [c], [ii], and [v] where in the opinion of the Mayor or the Municipal Finance Officer it would not be practicable or in the best interest of the Town to proceed in the manner required by the public bidding procedure and the Town Council affirmatively determines that adherence to the public bidding procedure would not be practicable or in the best interest of the Town.

Should you have any questions please contact me.

CC: Mayor Thomas G. Dunn
Town Council Members

DavidVallettaBidWaiverPurchaseUsed2010ChevroletImpalaPoliceDepartment

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February 2, 2012

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

RE: Comcast Service Agreement and Bid Waiver Request for Police Automobiles

Dear Chairman Valletta and Members of the Wolcott Town Council:

I am in receipt of a copy of the Municipal Finance Officers correspondence dealing with the Comcast Service Agreement and Bid Waiver Request for the purchase of a police automobile.

In regards to the Comcast Service Agreement, the Wolcott Town Charter does state in Section 306(h) that any purchase, order or service which requires expenditures under the jurisdiction of the Mayor to be made in subsequent financial years, requires Town Council approval. While this Contract in dollar amounts may be small, in order to adhere to the Charter the Town Council is required to approve this multi fiscal year Contract.

In regards to the Bid Waiver Request, Section 707(c)(ii) allows the Town Council to waive the formal bidding procedures for a Contract if the Mayor or the Municipal Finance Officer states that in his or her opinion the Contract "can only be performed or provided by one party." The Municipal Finance Officer has indicated she believes that it is not practical or in the best interest of the Town to proceed with the normal bidding procedure.

I would concur with both recommendations and request that the Council approve both Contracts as presented by the Mayor and/or the Municipal Finance Officer.

Very truly yours,


Brian Tynan

BT/an



TOWN OF WOLCOTT

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

February 2, 2012

TO: David Valletta, Chairman, Wolcott Town Council

FROM: Linda R. Bruce, Municipal Finance Officer

RE: Comcast Service Agreement

In accordance with the Wolcott Town Charter, Section 306, paragraph (h), we are requesting that the Mayor be authorized to sign the referenced agreement as it requires expenditures to be made in subsequent fiscal years.

I am recommending that Comcast be added as an additional Internet Service Provider based on the following:

- Critical data involving a number of Town Departments is transmitted through the internet.
- Examples of critical data include: financial, banking, and payroll information.
- Currently, AT&T is the sole provider of internet service for Town Hall, while the Public Safety Building relies solely on Comcast.
- Due to the importance of the data being transmitted over the internet, the use of redundant Internet Service Providers is strongly recommended by our IT consultant and our financial software provider.
- Comcast will provide the redundant service for Town Hall while AT&T will provide the same service for the Public Safety Building.

The addition of redundant Internet Service Providers will provide an essential, alternate method of critical data transmission.

LRB/jes

CC: Mayor Thomas G. Dunn
Town Council Members

45 Andrews Road

Correspondence

Timeline

