

# WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, March 6, 2012

Council Chambers, Wolcott Town Hall

7:30 p.m.

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## MINUTES

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**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.

At this time, Mr. Picard requested a moment of silence in memory of Mr. James Flynn, a longtime Wolcott resident and public servant, also for Mr. Richard Rockhill, a longtime employee of the Board of Education, and for Mr. Dandio, Greg Dandio's father, a member of the Republican Town Committee.

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

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Mayor Thomas G. Dunn; Linda Bruce, Municipal Finance Officer; Brian Tynan, Town Attorney; Police Chief Edward Stephens; Lorraine McQueen, Tax Collector; Cheryl Brundage, Assistant Tax Collector; et al.

### APPROVAL OF MINUTES:

▪ **Regular Meeting – February 21, 2012**

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **approve** the minutes of the Regular Meeting held on February 21, 2012.

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

No taxpayers came forward.

### CORRESPONDENCE (on file):

1. Proposed Resolution from the State of Connecticut Department of Economic & Community Development Regarding Revision for Use of Program Income
2. Letter dated February 24<sup>th</sup> from David Gentile, Democratic Town Committee Chairman, regarding their nomination to fill Tax Collector Vacancy

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3. Letter received on February 28<sup>th</sup> from Meyers & Company, LLC regarding auditing services
4. Memo dated March 1<sup>st</sup> from Chairman Valletta to Council Members regarding the 2012 Budget Schedule (schedule attached)
5. Copy of Letter dated March 2<sup>nd</sup> from Police Chief Stephens to Mayor Dunn requesting a Police Dept. promotion
6. Letter dated March 2<sup>nd</sup> from Mayor Dunn regarding his recommendation for a Police Dept. promotion

### **MAYOR'S REPORT:**

Mayor Dunn came forward and reported the following:

- Tim Jackson, who has been a Waterbury police officer for 23 years, came in number one as the certified officer that they have hired to replace the officer who left; he will be sworn in as a Wolcott Police Officer on March 15<sup>th</sup> at 4:00 p.m. at the Police Dept.; he is a Wolcott resident and knows the community well
- In addition, if the police department promotion is approved this evening by the Council, they will hold a double ceremony for that officer as well
- Road reconstruction will begin soon on the major roads
- He will submit the proposed budget for FY 2012-2013 to the Council by April 1<sup>st</sup>; it is going to be a tough budget year due to the revaluation
- Bob Stoeckert will be the Irish Mayor for the Day on Saturday, March 17<sup>th</sup> at 10:30 a.m. at the Town Hall

At this time, Mayor Dunn invited Chief Stephens to come forward.

Chief Stephens reported the following with respect to the hiring of Tim Jackson:

- Mr. Jackson started at the Waterbury Police Dept. in 1989
- He worked undercover and with TNT
- He was promoted to detective in 2002 and has been involved in investigating homicides in that city for the past 10 years
- He placed number one on both the oral and written examinations that were recently given

### **FINANCE OFFICER'S REPORT/TRANSFERS:**

Linda Bruce came forward and reported the following:

- Departmental budget meetings with the Mayor and Finance Officer were completed on February 4<sup>th</sup>

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- Several bids have been published that will have a major impact on the proposed budget; the electricity bid is due on March 15<sup>th</sup> and the gasoline bid is due on March 16<sup>th</sup>; the Board of Education published a bid for diesel and heating fuel which was opened yesterday and is currently under review by the Board of Education
  - The bid for diesel and heating fuel combines usage for the Board of Education and General Governmental; the diesel bid also incorporated the Town of Plymouth, the Plymouth Board of Education, and the Thomaston Board of Education; the heating oil bid incorporated the Town of Plymouth, the Plymouth Board of Education, and the Watertown Board of Education; hopefully the increased quantities will warrant favorable pricing
  - There are no transfers for approval

### **SUB-COMMITTEE AND LIAISON REPORTS:**

**HITCHCOCK LAKE IMPROVEMENT ASSOCIATION:** Mr. Slavin reported that the Association wants to thank the Town for their continued support. They advised that a small amount of algae are already forming in the north lake as well as in 'the cove' area in the south lake. They have concerns regarding how the warm winter will affect the ecology of the lake this season. They inquired about a schedule of the cleaning of the catch basins and the possibility of getting some screens on the problematic basins. He contacted the Mayor who advised him that they are on a twice a year cleaning schedule, which should start soon, and also advised that he will look into the possibility of screens. They received their 2012 quote for weed management which increased from \$11,200 to \$11,500; the contract was approved by the Association. The annual causeway picnic and dock to dock event is currently being planned; various items can be purchased from their website which is [www.hitchcocklake.com](http://www.hitchcocklake.com). Meeting minutes can be viewed on their website; the next meeting is scheduled for March 27<sup>th</sup>.

**ROAD RECONSTRUCTION BUILDING COMMITTEE:** Mrs. Wisler reported that the Committee has a meeting scheduled at 5:30 p.m. on Thursday, March 15<sup>th</sup> at the Town Hall.

### **UNFINISHED BUSINESS:**

There was no unfinished business.

### **NEW BUSINESS:**

1. **RESOLUTION: State of CT Department of Economic & Community Development- Revision for Use of Program Income**

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A **MOTION** was offered by Gale Mastrofrancesco, seconded by Rachel Wisler, to **adopt** the following resolution: CERTIFIED RESOLUTION; Whereas, the Town of Wolcott has received funds under the Connecticut Small Cities Community Development Block Grant (CDBG) Program, administered by the State of Connecticut, Department of Economic and Community Development, pursuant to Title I of the Housing and Community Development Act of 1974 as amended; and Whereas, the Town Of Wolcott has expended those funds pursuant to Title I of the Housing and Community Development Act of 1974, the Code of Federal Regulations, and the Assistance Agreement, and, Whereas, those funds received by the Town of Wolcott have generated Program Income (**full text of resolution attached**).

Mayor Dunn advised that the above resolution is for the Small Cities Grant. Anytime that they need to utilize some of those grant monies for a Town owned building, the adoption of a resolution by the Town Council is required. A brief question and answer period followed during which the following was noted:

- They will be doing upgrades to the house that was purchased next to Frisbie School which includes bringing the electrical up to code and door and window weatherproofing
- Initially, they were going to tear the house down, however, the house is in pretty good shape and may be used for future municipal offices
- With respect to using the property for additional parking, 62 parking spaces are planned; an engineered plan will be completed soon

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

### 2. Appointment of Tax Collector

Upon **MOTION** by Charles Marsella, seconded by Francis Masi, it was unanimously voted to **appoint** Cheryl Brundage to replace Lorraine McQueen who is retiring, per the Democratic Town Committee's recommendation (**see attached**).

### 3. Discussion & Possible Action on Police Department Promotion

A **MOTION** was offered by Francis Masi, seconded by Roger Picard, to **take action** on the Police Department promotion (promotion of Officer Michael Christiano to Sergeant).

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Mayor Dunn noted that the Chief recommended this promotion to him which he approves and in turn he is also recommending that the promotion be approved by the Town Council, in accordance with the Charter.

Chief Stephens gave a brief overview of his request to promote Officer Christiano to Sergeant which was explained in the letter he submitted to Mayor Dunn (**see attached**).

A question and answer period followed regarding vacancies, upcoming retirements, current staffing levels, and future needs of the Police Department. Clarification was provided by the Chief and the Mayor.

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

#### **4. Discussion & Possible Action on Proposed Employment Contract for Municipal Finance Officer**

Upon **MOTION** by Rachel Wisler, seconded by Jeffrey Slavin, it was unanimously to **move** 'Discussion & Possible Action on Proposed Employment Contract for Municipal Finance Officer' to Executive Session.

#### **ITEMS FOR NEXT AGENDA:**

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

#### **TAXPAYERS' TIME:**

No taxpayers came forward.

Chairman Valletta next thanked Lorraine McQueen for her 38 years of service as Tax Collector for the Town of Wolcott, and commented that she did a fantastic job. Members of the Council and audience applauded at this time. Mrs. McQueen stated that she is sure that Cheryl will do a great job.

#### **EXECUTIVE SESSION:**

Upon **MOTION** by Charles Marsella, seconded by Rachel Wisler, it was unanimously voted to take a five minute recess at 8:00 p.m. and **enter** into Executive Session to discuss a contractual matter, inviting Mayor Thomas Dunn, Town Attorney Brian Tynan, and Linda Bruce.

Chairman Valletta called the regular session back to order at 8:21 p.m.

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Upon **MOTION** by Francis Masi, seconded by Charles Marsella, it was unanimously voted to **add** to the agenda 'Reappointment of Linda Bruce as the Municipal Finance Officer'.

- **Reappointment of Linda Bruce as the Municipal Finance Officer**

Upon **MOTION** by James Pape, seconded by Charles Marsella, it was unanimously voted to **reappoint** Linda Bruce as the Municipal Finance Officer.

Upon **MOTION** by Rachel Wisler, seconded by Gale Mastrofrancesco, it was unanimously voted to **approve** the Employment Contract for the Municipal Finance Officer, as presented (**on file**).

### ADJOURNMENT:

Upon **MOTION**, by Charles Marsella, seconded by Gale Mastrofrancesco, it was unanimously voted to **adjourn** the meeting at 8:24 p.m.

### APPROVED:

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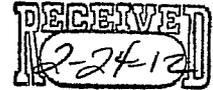
Elizabeth Gaudiosi, Secretary  
WOLCOTT TOWN COUNCIL

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David Valletta, Chairman  
WOLCOTT TOWN COUNCIL

# Wolcott Democratic Town Committee

Thomas G. Dunn, Mayor, Town of Wolcott  
David Valletta, Chairman, Wolcott Town Council  
10 Kenea Ave.  
Wolcott, CT 06716  
02/24/2012



Re: Tax Collector Vacancy

Dear Mayor Dunn and Chairman Valletta,

I am proud to announce that the Democratic Town Committee has unanimously elected Cheryl Brundage to fill the vacancy for Tax Collector that was created by the pending retirement of Lorraine McQueen.

Cheryl's unanimous selection comes as no surprise as I know of no one in town, regardless of political affiliation, that is more qualified than her to assume the job. Cheryl has worked at Town Hall for over ten years and has over 6 years of experience as Assistant Tax Collector. She has been certified by the State of Connecticut as a Municipal Tax Collector.

In accordance with the Town Charter, I would expect the Town Council to approve Cheryl's appointment as soon as possible, to help ensure a smooth transition in that office.

I would also like to take this opportunity to thank Mrs. McQueen for her 38 years of outstanding service in her capacity as Tax Collector. Her work in this critical position was exemplary as demonstrated by her high rate of tax collection over the years. This has translated to a lower mill for thousands of taxpayers over the many years, and she should be commended. She will be greatly missed.

In Cheryl Brundage, I feel that we have a very competent successor to Lorraine who will seamlessly continue the great work that is being done by that office.

Thank you.

Sincerely,

*David Gentile*

David Gentile  
Chairman  
Wolcott Democratic Town Committee

CC: Lorraine McQueen  
Cheryl Brundage



# Wolcott Police Department



225 Nichols Road  
Wolcott Connecticut 06716

Edward L. Stephens  
Chief of Police

Phone 203-879-1414  
Fax 203-879-5243

Thomas Dunn, Mayor  
Town of Wolcott  
10 Kenea Avenue  
Wolcott, CT 06716

Friday March 2<sup>nd</sup> 2012

Dear Mayor Dunn,

Pursuant to the Wolcott Town Charter, I am requesting that Officer Michael Christiano be promoted from Patrolman to Sergeant.

Based upon the collective bargaining agreement between the Town of Wolcott and I.B.P.O. Local 332, an examination for any promotion must be given. The Sergeants Exam was given on Sept. 17<sup>th</sup> 2011 by Dr. Larry Jetmore. Officer Christiano placed second on this exam. (Sgt. Dressel, had scored highest, and has already been promoted.)

The reason for this promotion will be to fill the S-1 position that will be vacant after I move Sgt. Brian Boutote from the S-1 position to the Commanding Officer of the Criminal Investigation Bureau. This Commanding Officer Position had previously been filled with a Captain, but has been vacant since July of 2010. Since then there hasn't been a supervisor in the Bureau. Filling the S-1 position is vital to the fiscal responsibilities of the Police Department because it provides extra coverage as well as filling in for Supervisor vacancies, thus reducing overtime.

Officer Christiano has been a member of the Wolcott Police Department since May 29<sup>th</sup> 1998. After his Field Training was completed, Officer Christiano was assigned to the third shift (10pm-6am), where he remained his entire career. Officer Christiano has received several written letters of Commendation from citizens of Wolcott for a job well done. On June 2<sup>nd</sup> 2000 Officer Christiano was the recipient of an award given by Mothers against Drunk Drivers (MADD) for his contribution in making our streets and highways safe against Drunk Drivers.

I'm confident that Officer Christiano will fulfill his newfound duties and responsibilities as a Sergeant for the Wolcott Police Department.

Sincerely,

Edward L. Stephens  
Chief of Police  
ELS:cjo

THOMAS G. DUNN  
MAYOR



OFFICE OF THE MAYOR  
TOWN OF WOLCOTT

March 2, 2012

Wolcott Town Council  
Attn: David Valletta, Chairman  
10 Kenea Ave.  
Wolcott, CT 06716

Re: Police Department Promotion

Dear Chairman Valletta:

Officer Michael Christiano has been recommended by Chief Stephens for promotion to Sergeant.

Per Section 408 (b) of the Town of Wolcott Charter, I approve of the proposed promotion and would appreciate your approval as well.

Sincerely,

*Thomas G. Dunn*

Thomas G. Dunn  
Mayor, Town of Wolcott

TGD/mm

# 346

## CERTIFIED RESOLUTION

Certified true copy of a resolution adopted by of the Town Of Wolcott at a meeting of its Town Council on March 6<sup>th</sup>, 2012 and which has not been rescinded or modified in any way whatsoever.

3-7-2012  
Date

Dolores C Slater  
Dolores C. Slater, Town Clerk

(Seal)

Whereas, the Town of Wolcott has received funds under the Connecticut Small Cities Community Development Block Grant (CDBG) Program, administered by the State of Connecticut, Department of Economic and Community Development, pursuant to Title I of the Housing and Community Development Act of 1974 as amended; and

Whereas, the Town Of Wolcott has expended those funds pursuant to Title I of the Housing and Community Development Act of 1974, the Code of Federal Regulations, and the Assistance Agreement, and,

Whereas, those funds received by the Town Of Wolcott have generated Program Income.

NOW THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF WOLCOTT:

1. That it is cognizant of the conditions for the use of Program Income as prescribed by title 24, Part 570, Section 489(e) of the Code of Federal Regulations.
2. That it realizes Program Income is governed by Title I of the Housing and Community Development Act of 1974.
3. That it may use Program Income only for the following activities:
  - (a) The activity that generated the program income if the activity continues to meet the requirements of Title I of the Housing and Community Development Act of 1974.

(b) Any additional activity that meets the requirements of Title I of the Housing and Community Development Act if the Town receives DECD's written approval to fund it with Program Income.

4. That it may use Program Income to fund Administrative and Program soft costs within the following limits:

Administrative Costs 16%

Total Administrative and Program Soft Costs 25%  
(Housing Rehabilitation Activities Only)

Total Administrative and Program Soft Costs 21%  
(All activities Except for Housing Rehabilitation)

5. That it hereby amending the Program Income Plan(s) that was adopted for the original activity that generated the Program Income to permit the funding of additional activities from that Program Income.

Adopted by the TOWN COUNCIL of the TOWN OF WOLCOTT on March 6, 2012.



David Valletta, Chairman  
Wolcott Town Council

Dated at Wolcott, CT on March 6, 2012.