

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, March 19, 2013

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, Jeffrey Slavin, Charles Marsella, Roger Picard, James Pape, Rachel Wisler, Francis Masi, and Donald Charette Sr.

MEMBERS ABSENT: None

ALSO PRESENT: Mayor Thomas G. Dunn; Linda R. Bruce, Municipal Finance Officer; Roger Levesque, Treasurer; et al.

APPROVAL OF MINUTES:

▪ **Regular Meeting – March 5, 2013**

Upon **MOTION** by James Pape, seconded by Roger Picard, it was unanimously voted to **approve** the minutes of the Regular Meeting held on March 5, 2013.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

1. Finance Office Transfers, submitted by Linda Bruce
2. Proposed Resolution (#364) State of Connecticut Department of Emergency Management and Homeland Security
3. Notice to Town Clerk dated March 11th regarding the Town Council Regular Meeting Cancellation on April 2nd and a Special Meeting scheduled for Tuesday, April 9th for the presentation of the Town of Wolcott Fiscal Year 2013-2014 proposed budget
4. Copy of Letter dated March 11th to the Democratic Town Committee regarding an upcoming term expiration on the Board of Ethics

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5. **Copy of Letter dated March 11th to the Republican Town Committee regarding an upcoming term expiration on the Board of Ethics**
 6. **Memo dated March 12th advising that Pat Najarian is the Irish Mayor for the Day this year with a ceremony scheduled for March 15th at 11:00 a.m. in the Council Chambers**
 7. **2013 Schedule of Budget Meetings with the Town Council and Various Town Departments and Commissions**
 8. **Board of Education Year to Date Budget Report dated 02-28-13**
 9. **Town of Wolcott Expenditure Report, Revenue Report, & Trial Balance, for month ending 02-28-13**

MAYOR'S REPORT:

Mayor Dunn came forward and stated that he does not have a report this evening.

Mrs. Wisler referenced road construction signs that remain on Town Line Road although the work has been completed and questioned if they should be taken down. Mayor Dunn stated that they may be Cocchiola's signs and not the Town's signs. Mr. Charette added that they may need to stay up until the bonding is complete. Mayor Dunn advised that he will check into the matter.

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and reported the following:

- They have not yet finalized the health benefits consultant; they interviewed the respondents on March 13th and she will be submitting additional questions to all of the them
- They have quite a few RFP's and bids that will be posted within a short time; one for a land records system for the Town Clerk's Office; electricity will be posted two ways, one including the Board of the Education and one without; propane, vehicle repairs, telephone service; the AT&T rates have been increasing which has contributed to some of the shortfall in line items; the Wolcott High School water line construction, and generator maintenance
- Transfers were submitted for approval

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Mrs. Wisler commented that on the municipal side, the Town is spending almost \$34,000 in telephone bills per year, at which time Mrs. Bruce stated that she is aware of that and there are several things that have contributed to that. They see that there is more usage during storms and there has been an increase in the AT&T rates that seem to be high, so they are going out to bid. Brief discussion followed regarding telephone and cell phone plans.

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfer; Dept. 221 Fire Dept. from line item #4901 Insurance Supplement \$4,350.00, to Dept. 112, line item #4400 Maint – Vehicle & Equipment \$4,350.00 (**see attached**).

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfer; Fund 35 Water; from line item #5100 Office Supplies \$50.00, to line item #4710 Telephone \$50.00 (**see attached**).

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfer; Fund 36 Sewer; from line item #3430 Testing Costs \$1,350.00, to line item #4710 Telephone \$1,350.00 (**see attached**).

SUB-COMMITTEE/LIAISON REPORTS:

There were no reports.

UNFINISHED BUSINESS:

1. Set Salaries for Elected Officials

Mr. Masi stated that we are in trying times and difficult decisions need to be made.

The following **MOTION** was offered by Francis Masi, seconded by Rachel Wisler: Although not unanimous, the sub-committee recommends to the Town Council that the salaries of elected Town Officials remain the same and eliminate longevity.

Mr. Slavin commented that although we are in trying times, he believes certain positions warrant further discussion, however, it is a committee and he will go with what the committee is recommending, but he does not agree with the decision.

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Mrs. Wisler commented that some of the elected officials are elected for four year periods of time and they will definitely readdress this at the end of two years.

A roll call vote was taken and the above motion *carried* as indicated below:
(6 Yes; 2 No, 1 Abstention)

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>
Gale Mastrofrancesco	X		
Rachel Wisler	X		
Roger Picard	X		
Jeffrey Slavin		X	
Donald Charette	X		
Francis Masi	X		
Charles Marsella		X	
James Pape			X
David Valletta	X		

NEW BUSINESS:

1. Report from Treasurer

Roger Levesque came forward, at which time Mrs. Wisler referenced the bank service fees on the February expenditure report, and noted that although \$2,700.00 is budgeted, only \$125.48 has been expended. She added that the total expenditure in FY 2011-2012, was \$951.58. She inquired if he feels the entire expenditure will also be in the thousand dollar range by the end of this fiscal year.

Mr. Levesque stated that he would like to give them some numbers and reported the following:

- According to the analysis report that the bank provides, service fees in August were \$3,022.00; September \$1,925.00; October 2,041.00; December \$2,031.00 and in January \$2,972.00; these are their monthly fees that are for the most part offset by how much money they have in the bank in a given month; these are for the most part not seen in the expenditure report
- They have 17 checking accounts and make a tremendous amount of deposits and cut just as many checks
- This month he has to leave \$10,000,000 in the bank to offset the service fees

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- In order to offset one dollar of service charge, you have to leave \$3,364.06 in the bank

Mrs. Wisler commented that most banks do not charge for writing checks and making deposits, at which time Mr. Levesque stated that they do for government; this is very different than personal and business accounts.

Mr. Slavin inquired what would happen if they withdrew the \$10,000,000 and invested it. Mr. Levesque replied that he is not allowed to do that; they cannot tie up the funds. He explained that these are funds that are flowing and cannot be invested long term; the Town needs cash flow, as approximately \$4.5 million dollars is paid out monthly. The education funds will not even arrive until late May and that money has already been spent. The Town has to finance the Board of Education until May of each year, and they finance that through their working capital and their fund balance. He noted that this is the way projects are funded too; they have to spend the money before they can charge the State for it. The cash flow is very fluid; every week they write out approximately one million dollars in checks.

Vice-Chairman Mastrofrancesco questioned if they earn any interest on it, at which time Mr. Levesque reported that interest is at an all-time low. They used to get 3.5% to 4%; it is now at .02%. Mr. Levesque noted that it is better to leave the money in the bank to offset service fees than to invest with the State of Connecticut with STIF (short term investment fund). The return is greater that way than with STIF.

Mrs. Wisler referenced the Investment Interest account in the revenue budget for the past five years and noted that in 2007-2008, they collected \$264,000, and yet in 2011-2012, they collected \$3,532, which is a difference of \$262,000 that the Town has had to make up. Mr. Levesque concurred, and commented that they have made millions in the past, but interest rates have never been so low. Mrs. Wisler referenced the Unanticipated Revenue account and questioned what it is for. She noted that it used to be \$46,000 and \$26,000 and all of a sudden it has jumped up to \$164,000 and \$117,000. Mr. Levesque replied that Unanticipated Revenue consists of reimbursements from FEMA for storms and any other monies received that are not part of the budget and not anticipated. There is no way to predict the numbers in that account.

Discussion followed with respect to investments. Mr. Levesque indicated that the only monies that can be invested are monies in the pension fund. The investments in the pension fund are not a part of the budget. Mr. Levesque noted that because the market is doing very good, the pension fund is doing likewise. Mrs. Wisler asked if Mr. Levesque can report to the Council on a quarterly basis regarding the pension fund, at which time Mr. Levesque stated that he could do that, but it's usually done yearly, as the stock market fluctuates

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and these monies are invested permanently. He also stated that there is a Pension Committee that meets at the Town Hall quarterly, and two members of the Council are on that Committee and receive the quarterly reports. Mrs. Mastrofrancesco requested if Mr. Levesque can update them on the pension fund when he presents his budget in April. Mr. Levesque stated that he will bring the information.

2. Resolution: State of Connecticut Department of Emergency Management and Homeland Security

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **adopt** the following resolution: RESOLUTION #364; RESOLVED, that the Wolcott Town Council may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and FURTHER RESOLVED, that Thomas G. Dunn, as Mayor of the Town of Wolcott, is authorized and directed to execute and deliver any and all documents on behalf of the Wolcott Town Council and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents (**see attached**).

ITEMS FOR NEXT AGENDA:

Chairman Valletta advised that the April 2nd Regular Meeting is cancelled. They will next meet at a Special Meeting on April 9th.

TAXPAYERS' TIME:

1. **Roger Picard** announced that on April 1st the Exchange Club will be holding a Child Abuse Prevention Awareness Event on the Town Green at 6:00 p.m. They will be lighting a tree and it will be a month long recognition event. Townspeople are invited to attend.
2. **Rachel Wisler** announced that this Thursday at Wolcott High School Auditorium from 6:00-8:00 p.m. is the Unity in the Community Rally sponsored by Crossroads, with Dr. Matt Cucolo as a speaker. Also, this Friday from 5:30-8:00 p.m. is the basketball game at Tyrrell Middle School sponsored by the Individuals with Special Needs Commission.

EXECUTIVE SESSION:

No Executive Session was held.

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ADJOURNMENT:

Upon **MOTION** by Roger Picard, seconded by Jeffrey Slavin, it was unanimously voted to **adjourn** the meeting at 8:04 p.m.

APPROVED:

Elizabeth Gaudiosi, Secretary
WOLCOTT TOWN COUNCIL

Gale Lanza Mastrofrancesco
Vice-Chairman
WOLCOTT TOWN COUNCIL



TOWN OF WOLCOTT

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

March 14, 2013

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

**RE: TRANSFERS WITHIN/BETWEEN DEPARTMENTS - FISCAL YEAR
2012/2013**

Dear Mr. Valletta:

In accordance with the provisions of the Wolcott Town Charter, I am hereby notifying you of the following transfers for Fiscal Year 2012/2013 contained in Schedule A (Fund 01, 35 and 36) which is 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: March 15, 2013

APPROVED BY:

Thomas G. Dunn, Mayor
Town of Wolcott

COUNCIL'S ACTION:

DATE: March 19, 2013

APPROVED BY:

Chairman, Wolcott Town Council

SCHEDULE A
TRANSFERS WITHIN / BETWEEN DEPARTMENTS - FUNDS 01, 35 & 36
2012-2013 FISCAL YEAR - FOR REVIEW ON MARCH 19, 2013

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
221 - FIRE DEPT.				
	TO 01-2-221-4-4400	MAINT. - VEHICLES & EQUIPMENT	4,350.00	
	FROM 01-2-221-4-4901	INSURANCE SUPPLEMENT		4,350.00

Reason: To pay for unanticipated repairs to the carbon monoxide monitor and regulator on the compressor used to fill the fire fighters' self-contained breathing apparatus.

FUND 35 - WATER				
	TO 35-3-321-4-4710	TELEPHONE	50.00	
	FROM 35-3-321-5-5100	OFFICE SUPPLIES		50.00

Reason: To pay phone costs through the end of the 2012-2013 Fiscal Year.

FUND 36 - SEWER				
	TO 36-3-351-4-4710	TELEPHONE	1,350.00	
	FROM 36-3-351-3-3430	TESTING COSTS		1,350.00

Reason: To pay phone costs through the end of the 2012-2013 Fiscal Year.

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 3/13/13

REQUESTOR: Kyle Dunn *Kyle Dunn*

DEPT.# 221

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	<u>01-2-221-4-4400</u>	<u>MAINT. - VEHICLES & EQUIPMENT</u>	<u>4,350.00</u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
FROM	<u>01-2-221-4-4901</u>	<u>INSURANCE SUPPLEMENT</u>	<u>4,350.00</u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>

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

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

The "to" account is not exhausted.

Transfer is needed for:

To pay for unanticipated repairs to the carbon monoxide monitor and regulator on the compressor used to fill the fire fighters' self-contained breathing apparatus.

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

The account will retain sufficient funds through the end of the 2012-2013 Fiscal Year.

APPROVAL *L. Bruce*.....

FINANCE OFFICE USE

DATE: 3/14/2013

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 03/11/2013

REQUESTOR: Philip Olmstead

DEPT.# 321

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	<u>35-3-321-4-4710</u>	<u>Telephone</u>	<u>50.00</u>
FROM	<u>35-3-321-5-5100</u>	<u>Office Supplies</u>	<u>50.00</u>

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

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

Increased rates for phone service.

Transfer is needed for:

Pay phone costs through the end of the 2012-2013 Fiscal Year.

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

The account will retain sufficient funds through the end of the 2012-2013 Fiscal Year.

APPROVAL L. Bruce.....

FINANCE OFFICE USE

DATE: 3/14/2013.....

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 03/11/2013

REQUESTOR: Philip Olmstead

DEPT.# 351

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	<u>36-3-351-4-4710</u>	<u>Telephone</u>	<u>1,350.00</u>
FROM	<u>36-3-351-3-3430</u>	<u>Testing Costs</u>	<u>1,350.00</u>

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

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

The account is not exhausted, however the balance is insufficient.

Transfer is needed for:

Pay phone costs through to end of the 2012-2013 Fiscal Year.

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

The account will retain sufficient funds through the end of the 2012-2013 Fiscal Year.

APPROVAL L. Bruce.....

FINANCE OFFICE USE

DATE: 3/14/2013.....

364

**AUTHORIZING RESOLUTION
OF THE WOLCOTT TOWN COUNCIL**

CERTIFICATION:

I, **Dolores C. Slater**, Town Clerk, of the Town of Wolcott, do hereby certify that the following is a true and correct copy of a resolution adopted by the **Wolcott Town Council** at its duly called and held meeting on **March 19, 2013**, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the **Wolcott Town Council** may enter into with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that **Thomas G. Dunn**, as Mayor of the **Town of Wolcott**, is authorized and directed to execute and deliver any and all documents on behalf of the **Wolcott Town Council** and to do and perform all acts and things which he deems to be necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.

The undersigned further certifies that **Thomas G. Dunn** now holds the office of **Mayor**, and that he has held that office since **November 10, 2003**.

IN WITNESS WHEREOF: The undersigned has executed this certificate this **20th** day of **March, 2013**.

Dolores C. Slater

Dolores C. Slater, Town Clerk
Town of Wolcott

{SEAL}

