

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, August 20, 2013

Council Chambers, Wolcott Town Hall

7:00 p.m.

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MINUTES

Note: These are summary minutes; a tape recording of this meeting is on file in Commission Secretary's Office in Wolcott Town Hall.

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

MEMBERS PRESENT: Vice-Chairman Gale Lanza Mastrofrancesco, Rachel Wisler, Roger Picard, Charles Marsella, Jeffrey Slavin, and Donald Charette Sr.

MEMBERS ABSENT: Chairman David Valletta, Francis Masi, and James Pape

ALSO PRESENT: Mayor Thomas G. Dunn and Linda Bruce, Municipal Finance Officer

APPROVAL OF MINUTES:

▪ **Regular Meeting – July 16, 2013**

Upon **MOTION** by Roger Picard, seconded by Rachel Wisler, it was unanimously voted to **approve** the minutes of the Regular Meeting held on July 16, 2013 with two abstentions, one from Mr. Slavin and one from Mr. Charette.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

1. Year-End Finance Office Transfers for FY 2012-2013, submitted by Linda Bruce
2. Copy of Letter dated July 22nd to Tax Collector Cheryl Brundage regarding payment plan proposal from Lorraine Desaulniers
3. Board of Education Year to Date Budget Report for FY 2012-2013 dated 07-31-13
4. Board of Education Year to Date Budget Report for FY 2013-2014 dated 07-31-13
5. Town of Wolcott Expenditure Report, Revenue Report, & Trial Balance, for month ending 07-31-13

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- 6. Wolcott Public Schools Annual Report of the Superintendent for FY 2012-2013, submitted by Joseph Macary**
 - 7. Town of Wolcott Annual Report for FY 2012-2013 submitted by Mayor's Office**
 - 8. Submitted at meeting, email dated August 20th from Mark Possidento, Consulting Town Engineer, regarding information related to the extension of the Scovill Walking Trail**

MAYOR'S REPORT:

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

A brief question and answer period was held during which the following was discussed:

- Status of bridge project on Center Street; Mayor Dunn advised that the State is a little behind on it, however, they will open up the road to one lane so that the school buses can get through
- Status of the road project; Mayor Dunn advised that North Street & Woodtick Road are currently being done, and they are hoping to get over to Longmeadow Road; they will be pretty close to the end of the funds at that point; they may be able to do some smaller roads; they will be able to maintain some of the other roads with the funds in the budget in the LOCIP and Town Aid Roads line items; Mayor Dunn explained the new Hot in Place Asphalt Recycling process being done on Woodtick Road

Discussion continued with respect to several other road related issues in town, the gas line and water line project, specifics of how the detours will work relating to Woodtick Road paving, and how the Lions Country Fair did this year.

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and reported the following:

- The auditors started the FY 2012-2013 audit yesterday; they will be here for about two weeks
- With respect to having to find a new auditing firm for next year, it was noted that they will go out to bid sometime in the middle of January
- The year-end transfers for FY 2012-2013 were submitted for approval

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Upon **MOTION** by Roger Picard, seconded by Donald Charette, it was unanimously voted to **approve** the following FY 2012-2013 Year-End Transfers as submitted; Fund 01 in the amount of \$100,769.62, and Funds 30, 31, & 35 in the amount \$57,299.70 (**see attached**).

SUB-COMMITTEE/LIAISON REPORTS:

CIVILIAN POLICE REVIEW BOARD: Mrs. Wisler reported that the Board met on Thursday, August 8th and noted that they were happy that there have been no issues brought to them thus far. Father Hyland is still the Chairman and Richard Mansfield is the Vice-Chairman. Their next meeting is scheduled for February 13th unless something comes up between now and that date.

WALKING TRAIL SUB-COMMITTEE: Mr. Charette reported that the sub-committee continues to meet for the planning of the trail extension. They will hold a Public Hearing once the plan is complete.

Mr. Picard advised that the Project Explorer kids from Frisbie School planted a garden down at the Youth Center grounds. They plan on donating the crops to the Food Pantry. He noted that he was very impressed and wanted to give them some recognition.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

There was no new business.

ITEMS FOR NEXT AGENDA:

Vice-Chairman Mastrofrancesco advised that if anyone has any items that they should contact the Chairman or the Clerk.

TAXPAYERS' TIME:

No taxpayers came forward.

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 7:18 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

August 15, 2013

Gale Lanza Mastrofrancesco, Vice Chairman
Wolcott Town Council
10 Kenea Avenue
Wolcott, CT 06716

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

Dear Ms. Mastrofrancesco:

In accordance with the provisions of the Wolcott Town Charter, I am hereby notifying you of the following YEAR END transfers for Fiscal Year 2012/2013 contained in Schedule A (Funds 01, 30, 31 and 35) 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/ab
Enclosure

MAYOR'S ACTION:

DATE: August 15, 2013

APPROVED BY:

Thomas G. Dunn, Mayor
Town of Wolcott

COUNCIL'S ACTION:

DATE: August 20, 2013

APPROVED BY:

Vice Chairman, Wolcott Town Council

SCHEDULE A
YEAR END TRANSFERS WITHIN / BETWEEN DEPARTMENTS - FUND 01
2012-2013 FISCAL YEAR - FOR REVIEW ON AUGUST 20, 2013

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
112-OTHER GENERAL GOVERNMENT				
	TO			
	01-1-112-1-1143	WAGES-MAINTENANCE	2,385.12	
	01-1-112-1-1145	WAGES-RECYCLING	2,355.02	
	01-1-112-1-1200	WAGES-PART TIME	537.98	
	01-1-112-2-2305	DEFINED CONTR. PENS PLN	258.53	
	01-1-112-3-3010	LEGAL/PUBLIC NOTICES	465.12	
	01-1-112-3-3200	LEGAL&CONSULT.SVCS.	19,333.02	
	01-1-112-4-4121	PUBLIC FIRE CHARGE	838.34	
	01-1-112-4-4210	REFUSE COLLECTION	9,978.98	
	01-1-112-4-4211	RECYCLING	18,178.32	
	01-1-112-4-4212	REFUSE DISPOSAL	5,185.82	
	01-1-112-4-4710	TELEPHONE	158.33	
	01-1-112-4-4910	STREET LIGHTING	101.18	
	FROM			
	01-1-112-1-1120	WAGES-CLERICAL		4,413.93
	01-1-112-1-1125	WAGES-FLOATER-P/T		651.18
	01-1-112-1-1250	WAGES-CLEANING-P/T		2,087.70
	01-1-112-2-2119	GROUP LIFE INSURANCE		686.65
	01-1-112-2-2200	SOCIAL SECURITY		1,303.11
	01-1-112-2-2500	UNEMPL. COMPENSATION		292.18
	01-1-112-2-2600	WORKERS.COM INSUR		8,086.73
	01-1-112-3-3605	EVICTON ACTIVITIES		672.00
	01-1-112-3-3670	TECHNOLOGY		1,002.60
	01-1-112-3-3700	CONSULTING SERVICES		670.28
	01-1-112-4-4100	ELECTRICITY		2,115.17
	01-1-112-4-4400	MAINT EQUIPMENT		1,726.77
	01-1-112-4-4410	MAINT TOWN HALL		2,595.82
	01-1-112-4-4600	CONTRACT SERVICES OTHER		1,812.81
	01-1-112-4-4900	LIABILITY INSURANCE		2,589.89
	01-1-112-5-5100	OFFICE SUPPLIES		668.72
	01-1-112-5-5350	GWTD		1,250.00
	01-1-112-8-8100	MEMORIAL DAY PARADE		220.15
	01-1-112-8-8180	TAX REFUNDS		7,620.06
	01-1-153-3-3015	ADV./LIEN SALES		1,850.00
	01-1-153-3-3991	CREDIT CARD COLLECTION EXP		2,422.46
	01-1-154-3-3330	REVALUATION		5,000.00
	01-1-154-3-3335	PERSNL PROP AUDITS/SVCS		3,000.00
	01-1-154-3-3600	DATA PROCESSING SERVICES		1,383.26
	01-1-154-3-3991	IN-SERVICE TRAINING		1,409.00
	01-1-155-1-1120	WAGES-CLERICAL		2,088.21
	01-1-161-1-1300	TEMPORARY HELP-INSPECTIONS		1,700.00
	01-1-163-3-3700	CONSULTING SERVICES		457.08

SCHEDULE A
YEAR END TRANSFERS WITHIN / BETWEEN DEPARTMENTS - FUND 01
2012-2013 FISCAL YEAR - FOR REVIEW ON AUGUST 20, 2013

<u>DEPARTMENT</u>		<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
152-FINANCE OFFICE	TO	01-1-152-1-1105	SALARY/CHIEF ACCOUNTANT	2,159.86	
	FROM	01-1-153-1-1130	SALARY/ASSISTANTS		2,159.86
154-ASSESSOR'S OFFICE	TO	01-1-154-1-1120	WAGES-CLERICAL	140.92	
		01-1-154-1-1130	SALARY / ASSISTANTS	655.22	
	FROM:	01-1-154-3-3337	VALUATION GUIDES		391.80
		01-1-154-3-3410	MAPS AND MATERIALS		404.34
163-PLANNING & ZONING	TO	01-1-163-1-1120	WAGES-CLERICAL	758.79	
	FROM	01-1-163-3-3700	CONSULTING SERVICES		758.79
168-COMMISSION ON AGING	TO	01-1-168-1-1120	WAGES - DIETICIAN	101.53	
		01-1-168-1-1140	WAGES - OPERATIONS	1,259.25	
	FROM	01-1-168-4-4100	ELECTRICITY		1,360.78
211-POLICE	TO	01-2-211-1-1400	OVERTIME	15,017.69	
		01-2-211-4-4951	VEHICLE GASOLINE	7,621.65	
	FROM	01-2-211-1-1140	WAGES-OPERATIONS		7,632.03
		01-2-211-1-1500	UNIFORM-ALLOWANCE		1,087.50
		01-2-211-1-1900	ACCRUED SICK DAYS		2,373.84
		01-2-211-2-2200	SOCIAL SECURITY		4,582.46
		01-2-211-4-4610	CONTRACTED SERVICES		3,145.00
		01-2-211-4-4950	OPERATION EXPENSE		2,047.46
		01-2-211-5-5100	OFFICE SUPPLIES		1,771.05
213-ANIMAL CONTROL OFFICER	TO	01-2-213-1-1140	SALARY/WAGES OPERATIONS	365.75	
	FROM	01-2-212-5-5100	OFFICE SUPPLIES		365.75
216-PUBLIC SAFETY BUILDING	TO	01-2-216-1-1140	WAGES-OPERATIONS	449.80	
		01-2-216-4-4100	ELECTRICITY	336.13	
	FROM:	01-2-216-3-3400	GROUND WATER TESTING		785.93
311-PUBLIC WORKS	TO	01-3-311-4-4951	GASOLINE	9,716.35	
		01-3-311-4-4953	DIESEL	2,410.92	
	FROM	01-3-311-1-1140	WAGES-OPERATIONS		7,591.55
		01-3-311-1-1400	OVERTIME		2,695.11
		01-3-311-4-4900	LIABILITY INSURANCE		1,840.61
TOTAL TRANSFERS				100,769.62	100,769.62

**SCHEDULE A
YEAR END TRANSFERS FUNDS - 30, 31 & 35
2012-2013 FISCAL YEAR - FOR REVIEW ON AUGUST 20, 2013**

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
30-ACQUIRED FACILITIES				
	TO: 30-8-800-8-8181	PICNIC REFUNDS	125.00	
	FROM: 30-8-800-4-4400	MAINT. EQUIPMENT		125.00
31 - FARMINGBURY HILLS COMMISSION				
	TO: 31-5-801-1-1100	SALARY/GOLF PRO	429.00	
	31-5-801-1-1310	WAGES-SEASONAL HELP	255.00	
	31-5-801-1-1400	OVERTIME	3,875.07	
	31-5-801-4-4100	ELECTRICITY	522.93	
	FROM: 31-5-801-7-7300	EXPANSION PROJECT		5,082.00
35 - SEWER USAGE				
	TO: 35-3-321-1-1200	WAGES-CLERICAL	4,636.24	
	35-3-321-1-1220	PART TIME BILLING CLERK	127.12	
	35-3-321-4-4110	SEWER USAGE	47,329.34	
	FROM: 35-3-321-1-1100	SALARY/ADMINISTRATIVE		0.28
	35-3-321-1-1140	WAGES-OPERATIONS		2,595.72
	35-3-321-1-1161	PART TIME ENG & ARCHITECTURE		58.66
	35-3-321-1-1200	WAGES PART TIME		11,000.00
	35-3-321-1-1400	OVERTIME		3,944.38
	35-3-321-1-1500	UNIFORM ALLOWANCE		700.00
	35-3-321-2-2200	SOCIAL SECURITY		1,964.09
	35-3-321-3-3200	LEGAL & CONSULTING SVCS		4,747.96
	35-3-321-3-3600	DATA PROCESSING SERVICES		1,050.00
	35-3-321-4-4100	ELECTRICITY		3,263.04
	35-3-321-4-4105	FUEL HEATING		946.21
	35-3-321-4-4109	WTBY SEWER FILTER PLANT		115.67
	35-3-321-4-4400	MAINT. EQUIPMENT		1,389.97
	35-3-321-4-4450	MAINTENANCE SEWER		12,351.03
	35-3-321-4-4600	CONTRACT SERVICES OTHER		3,850.00
	35-3-321-4-4710	TELEPHONE		23.18
	35-3-321-4-4951	GAS/DIESEL		1,232.81
	35-3-321-5-5100	OFFICE SUPPLIES		1,695.50
	35-3-321-7-7328	CAP LEASE MAP MACHINE		775.00
	35-3-321-8-8160	BANK SERVICE FEES		389.20
TOTAL TRANSFERS			57,299.70	57,299.70