

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, January 7, 2014

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, Rachel Wisler, Roger Picard, Francis Masi, Jeffrey Slavin, Donald Charette Sr., and Joseph Del Buono

MEMBERS ABSENT: Charles Marsella

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

APPROVAL OF MINUTES:

▪ **Regular Meeting – December 3, 2013**

Upon **MOTION** by Jeffery Slavin, seconded by Roger Picard, it was unanimously voted to **approve** the minutes of the Regular Meeting held on December 3, 2013, with one abstention from Francis Masi.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

- 1. Finance Office Transfers, submitted by Linda Bruce**
- 2. Memo dated from December 27th from Vanessa Rossitto with Blum, Shapiro regarding 2013 Audit**
- 3. Letter dated December 10th from the Republican Town Committee recommending the appointment of Rachel Wisler as Majority Leader of the Town Council**
- 4. Letter dated December 10th from the Republican Town Committee recommending the appointment of John Sharek to the Permanent Pension Committee**

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5. Letter dated December 12th from Mayor Dunn regarding his approval of the Permanent Pension Committee Recommendation from the Republican Town Committee
 6. Submitted by Candace Barth, Library Director, flyer for the "Healthy Mind, Healthy Body" event series for seniors held the 1st & 3rd Friday of every month at 1:00 p.m. at the Wolcott Public Library
 7. Audited Financial Statements, Federal & State Single Audit Reports, and Audit Communication Letter for Fiscal Year Ended June 30, 2013 (previously distributed on 12-03-13)
 8. Board of Education Year to Date Budget Report dated 11-30-13 (separate email attachment)
 9. Town of Wolcott Expenditure Report, Revenue Report, & Trial Balance, for month ending 11-30-13 (previously sent on 12-12-13 by Susan Hale)
 10. Letter received December 16th from the Democratic Town Committee recommending the appointment of Chuck Marsella as Minority Leader of the Town Council and Maggie Gugliotti to the Permanent Pension Committee
 11. Letter dated December 16th from Mayor Dunn regarding his approval of the Permanent Pension Committee Recommendation from the Democratic Town Committee
 12. Submitted by Mayor Dunn, Council of Governments Central Naugatuck Valley (COGCNV) Regional Consolidation Map
 13. Notice to Town Clerk dated December 17th regarding Town Council meeting cancellation

MAYOR'S REPORT:

Mayor Dunn came forward, at which time he thanked everyone for their thoughtfulness and generosity to him and his family through a very difficult time.

Mayor Dunn next reported the following:

- The recent storms have not amounted to a lot of snowfall but the timing and length of them has been difficult; the Town Crew and the equipment

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are holding up well; they are watching the overtime account and the product very closely

- The Director of Chesprocott Health District has retired; they are working with Cheshire and Prospect to move forward in a positive direction
- The Office of Policy & Management (OPM) and the legislature have recently passed a new law with regard to regionalization; he next referenced the Council of Governments Central Naugatuck Valley (COGCV) Regional Consolidation Map and explained the new set-up; additional towns have joined (Shelton, Plymouth, Bristol, Seymour, Ansonia, Derby); the new name will be Naugatuck Valley Planning Region; they must now find a new Director
- The new senior bus was delivered today which was received through a grant from the COGCV; it is a \$55,000 bus; the Town only has to pay \$15,000 of that
- The traffic light at the top of Rt. 69 also came through the COGCV, as well as grants through the Department of Emergency Management & Homeland Security (DEMHS)

A brief question and answer period followed during which the following was noted by the Mayor:

- With respect to the overtime account, they are watching it; it's all about the timing of the storms; last year most of the storms fell during the week; this year they have been falling on the weekends and at night and there have been a lot of call backs due to the extreme cold
- The product for the roads is working well, however, when the temperatures are extreme it is difficult no matter what is used; it is more environmentally friendly than other products out there, however, as with sand and salt, cars should be washed along with the under carriage after storms
- Shelters and staff are all ready to go if needed

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and reported the following:

- The budget process for FY 2014-2015 is well underway; departmental requests are under review; department meetings will be scheduled during February
- A summary audit report for fiscal year ended June 30, 2013 from Vanessa Rossitto with Blum, Shapiro was submitted in the Council packets
- Federal & State Single Audit Reports indicate no findings related to grant procedures

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- There were no general audit recommendations
- The Management Discussion & Analysis Report is generated by the Town's management and provides an overview of financial activities
- The Management Discussion & Analysis Report is listed on pages 4-11 of the Financial Statements
- The summary audit report covers the highlights of the financial activities for FY ended June 30, 2013
- The Town's Unassigned Fund Balance increased by \$373,333 for a total of \$2,911,362
- Transfers were submitted for approval

Chairman Valletta commented that he read the audit report and once again Mrs. Bruce did a fantastic job. He added that they really appreciate her service to the Town.

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **approve** the following transfer: Dept. 112-General Government; from Dept. 211: #2600 Workers' Compensation \$2,000.00, and also from #4900 Liability Insurance \$3,928.75, to Dept. 112: #8530 Probate Court \$5,928.75.

Upon **MOTION** by Francis Masi, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfer: Dept. 31-Farmingbury Hills; from #7300 Expansion Project \$10,080.52, to #8167 Equipment Lease \$10,080.52.

An inquiry was made with respect to the above transfer, at which time Mrs. Bruce advised that the golf carts were traded in which reduces the lease amount.

SUB-COMMITTEE AND LIAISON REPORTS:

There were no reports.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

1. Appointment of Moderator and Deputy Moderator

Upon **MOTION** by Rachel Wisler, seconded by Roger Picard, it was unanimously voted to **appoint** Joan Kane as Moderator and James Paolino as Deputy Moderator for Town Meetings (see attached).

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2. Establishment of Rules for Town Meetings

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **establish** Robert's Rules of Order for conducting Town Meetings.

3. Appointment of Town Council Majority & Minority Leaders (as recommended by Town Committees)

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **appoint** Rachel Wisler as Majority Leader of the Wolcott Town Council (as recommended by the Republican Town Committee) {see attached}.

Upon **MOTION** by Francis Masi, seconded by Joseph Del Buono, it was unanimously voted to **appoint** Charles Marsella as Minority Leader (as recommended by the Democratic Town Committee) {see attached}.

4. Appointment of Town Council Members to Permanent Pension Committee (appointed by Majority & Minority Leaders)

Upon **MOTION** by Rachel Wisler, seconded by Gale Mastrofrancesco, it was unanimously voted to **appoint** Roger Picard to the Permanent Pension Committee (as named by Majority Leader Rachel Wisler).

5. Approval of Appointments to Permanent Pension Committee (as recommended by Town Committees and approved by Mayor & Town Council)

Upon **MOTION** by Jeffrey Slavin, seconded by Donald Charette, it was unanimously voted to approve the **appointments** of John Sharek and Maggie Gugliotti to the Permanent Pension Committee (as recommended by each Town Committee & also approved by the Mayor) {see attached}.

6. Recognition of the Jr. Pee Wee Cheerleaders - National Champions

Chairman Valletta advised that they were going to be here tonight, but due to the extreme number of people planning on coming, there was not enough room to accommodate them.

Chairman Valletta advised that the Jr. Pee Wee and Midget Cheer Teams both won first place in the New England Regional Championship held in Springfield, Massachusetts on November 9th and 16th. On December 9th, the Jr. Pee Wee

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Cheer Team won the title of 2014 Pop Warner National Champions held in Orlando. The Midget Cheer Team placed 2nd on December 13th. The Council congratulated both teams and all of the volunteers and coaches for a great job in representing Wolcott.

Mayor Dunn advised that they will be recognizing the teams on a different day, as there would have been over 100 people attending the Council meeting. He advised that Michael Bruce and John Curley have offered to bring them in on their own day; they will interview the coaches and the kids. Mayor Dunn advised that he will also order a plaque for each team that can be placed in their trophy case at the Wolcott Sports Complex.

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.

EXECUTIVE SESSION:

No Executive Session was held.

ADJOURNMENT:

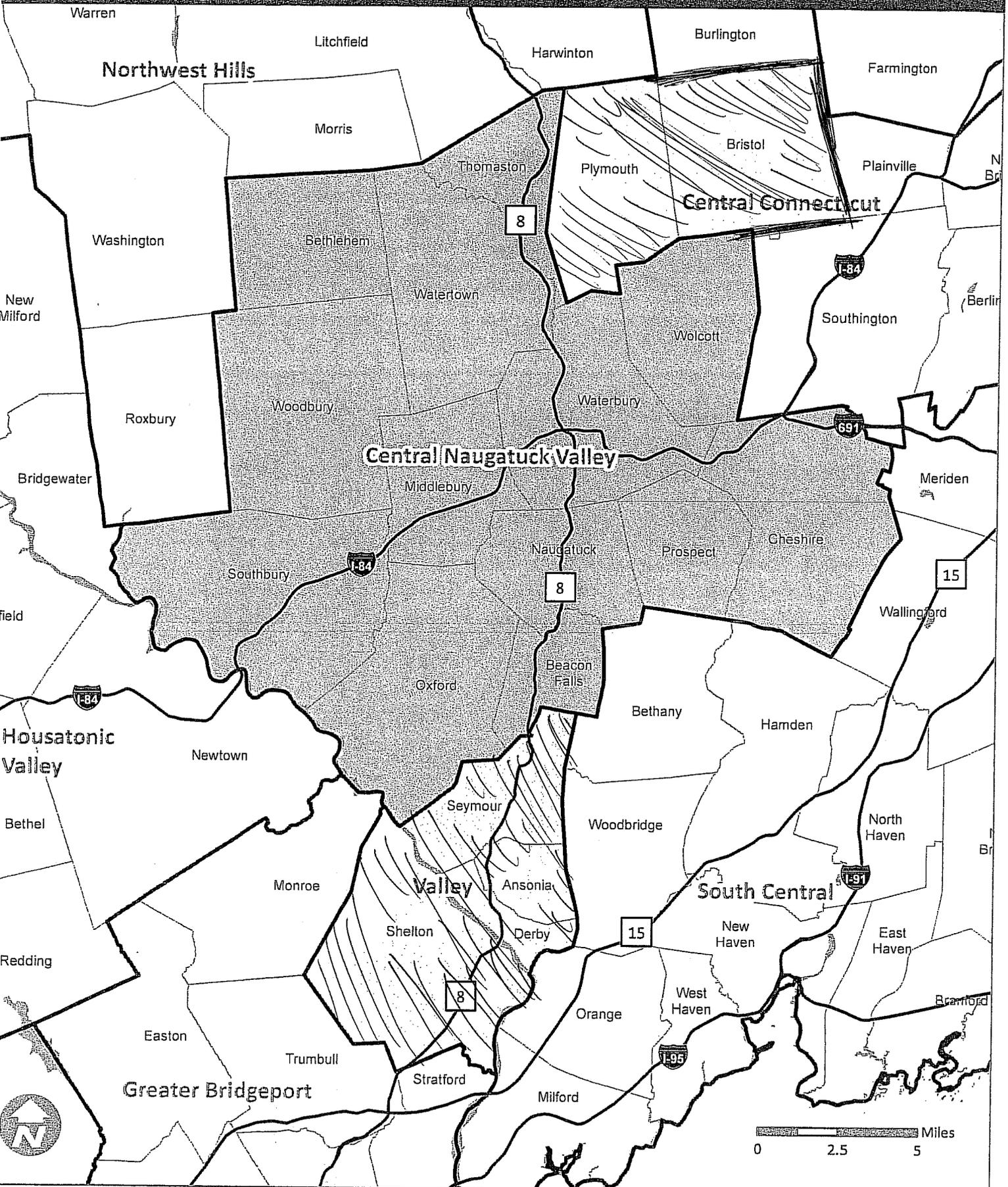
Upon **MOTION**, by Roger Picard, seconded by Joseph Del Buono, it was unanimously voted to **adjourn** the meeting at 7:54 p.m.

APPROVED:

Elizabeth Gaudiosi, Secretary
WOLCOTT TOWN COUNCIL

David Valletta, Chairman
WOLCOTT TOWN COUNCIL

COGCNV Regional Consolidation



COUNCIL of GOVERNMENTS
CENTRAL NAUGATUCK VALLEY



TOWN OF WOLCOTT

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

January 2, 2014

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

**RE: TRANSFERS WITHIN/BETWEEN DEPARTMENTS - FISCAL YEAR
2013/2014**

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 2013/2014 contained in Schedule A (Fund 01) and Schedule A (Fund 31) which are 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/sh
Enclosure

MAYOR'S ACTION:

DATE: January 2, 2014

APPROVED BY:

Thomas G. Dunn, Mayor
Town of Wolcott

COUNCIL'S ACTION:

DATE: January 7, 2014

APPROVED BY:

Chairman, Wolcott Town Council

**SCHEDULE A
 TRANSFERS WITHIN / BETWEEN DEPARTMENTS FUND 01
 2013-2014 FISCAL YEAR - FOR REVIEW ON JANUARY 7, 2014**

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
OTHER GENERAL GOVERNMENT - 112				
	TO: 01-1-112-8-8530	PROBATE COURT	5,928.75	
	FROM: 01-2-211-2-2600	WORKERS' COMPENSATION		2,000.00
	FROM: 01-2-211-2-4900	LIABILITY INSURANCE		3,928.75

Reason: To pay City of Waterbury for Wolcott's share of probate cost.

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 12/18/2013

REQUESTOR: Linda R. Bruce

DEPT.# 112

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	<u>01-1-112-8-8530</u>	<u>Probate Court</u>	<u>5,928.75</u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
FROM	<u>01-2-211-2-2600</u>	<u>Workers' Compensation</u>	<u>2,000.00</u>
	<u>01-2-211-2-4900</u>	<u>Liability Insurance</u>	<u>3,928.75</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:

Account not exhausted.

Transfer is needed for:

To pay City of Waterbury for Wolcott's share of probate cost.

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

No effect.

APPROVAL L. Bruce.....

FINANCE OFFICE USE

DATE:..... 12/19/2013

**SCHEDULE A
 TRANSFERS WITHIN / BETWEEN DEPARTMENTS FUND 31
 2013-2014 FISCAL YEAR - FOR REVIEW ON JANUARY 7, 2014**

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
FARMINGBURY HILLS COMMISSION - FUND 31				
TO:	31-5-801-8-8167	EQUIPMENT LEASE	10,080.52	
FROM:	31-5-801-7-7300	EXPANSION PROJECT		10,080.52

Reason: To pay for the Golf Cart lease and Irrigation Pump System lease through the end of the fiscal year.

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 12/30/2013

REQUESTOR: Linda R. Bruce

FUND 31

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	<u>31-5-801-8-8167</u>	<u>Equipment Lease</u>	<u>10,080.52</u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
FROM	<u>31-5-801-7-7300</u>	<u>Expansion Project</u>	<u>10,080.52</u>
	<u> </u>	<u> </u>	<u> </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:

Account is not exhausted.

Transfer is needed for:

To pay for Golf Cart lease and Irrigation Pump System lease through the end of the fiscal year.

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

No effect.

APPROVAL L. Bruce.....

FINANCE OFFICE USE

DATE:..... 12/30/2013

MEMORANDUM

TO: TOWN OF WOLCOTT TOWN COUNCIL
FROM: VANESSA E. ROSSITTO, CPA
SUBJECT: 2013 AUDIT
DATE: DECEMBER 27, 2013

Due to inclement weather, the meeting of December 17, 2013 was cancelled.

Please find this memorandum as a summary of my presentation:

FINANCIAL STATEMENTS:

BlumShapiro has issued a clean, unmodified opinion on the Town of Wolcott June 30, 2013 financial statements. The term "unmodified" is new this year, taking the place of "unqualified." Our opinion can be found on pages 1-3 of the financial statements.

Management's Discussion and Analysis is presented on pages 4-11. It is a good summary of what is contained in the financial statements and explains in some detail certain balances, increases/decreases.

The Statement of Net Position is presented on page 12. The Town had total net position of \$53.8million. \$44.8million of which represents capital asset cost, less accumulated depreciation, less the balance of the debt that was issued to purchase/construct the capital assets. \$9million is unrestricted. Net position decreased minimally from the prior year - \$915,000.

The major funds of the Town are presented in Exhibits III and IV – pages 14 and 16. The major funds are; the General Fund, Capital Improvement Fund, Water Assessments fund, and Small Cities Grants Programs Fund.

- The General Fund had ending fund balance of \$3,095million of which \$2,911million is unassigned. Unassigned fund balance is 5.9% of the general fund original budget. Fund balance increased \$373,333 from the prior year.
- The Capital Improvement Fund reported a negative fund balance at June 30, 2013 of (\$7,639,704). The fund has a bond anticipation note (BAN) of \$9,780,000. This deficit will be erased when the BAN is converted to permanent financing.
- The Water Assessments Fund has ending fund balance of \$1,707million – a small increase from the prior year of \$16,547.

- The Small Cities Grant Programs Fund reports loans receivable which are deferred on the balance sheet. Therefore, the fund balance is -0- at June 30, 2013
- The detail of the Nonmajor Governmental Funds can be found on Exhibits B-1 and B-2 starting on page 57 of the financial statement.

Exhibit V presents the Medical Claims Fund, an Internal Service Fund. Net position decreased by (\$590,572) from the prior year due to an increase in claims and a decrease in Town and Board of Education contributions.

Fiduciary Funds are presented in Exhibits VIII and IX. The Pension Trust Fund reported an increase in net position of \$2,103,264 due to the favorable market conditions during the fiscal year. The Scholarship fund had a slight decrease in net position of (\$2,475). The Town holds monies (see more detail on Exhibit D, page 64) for student groups and contractors of \$380,744.

Highlights of the notes to the financial statements (pages 23-50). There were no new disclosures for fiscal year 2013. Some items of note:

- Page 42 - The OPEB obligation has increased from \$4,06million to \$5,09million
- Page 46 – the Town pension obligation has decreased \$794. The BOE pension obligation has decreased \$23,448.
- Page 47 – The Town pension plan is 65% funded.
- Page 48 – The BOE pension plan is 78% funded.

General Fund budgetary information is presented on RSI-1 and RSI-2 starting on page 51. These schedules present the original, legally adopted budget, then the final budget after any transfers or additional appropriations. The final budget is then compared to the actual results and the variance is calculated in the last column.

- A \$250,000 transfer from unassigned fund balance to the Capital Nonrecurring Fund was approved for various capital improvements.
- Budgetary revenues came in \$437,965 greater than budget.
- Budgetary expenditures came in \$180,398 less than budget.

FEDERAL SINGLE AUDIT:

Because the Town received federal grant monies, it is required to undergo a Federal Single Audit.

BlumShapiro has issued an unmodified opinion on compliance and an unmodified opinion on internal controls over compliance.

Based upon thresholds mandated by the Feds, BlumShapiro tested the Special Education Cluster.

The Schedule of Expenditures of Federal Awards (Page 4) lists the Town's expenditures under each federal program for the fiscal year ended June 30, 2013.

STATE SINGLE AUDIT:

Because the Town received state grant monies, it is required to undergo a State Single Audit.

BlumShapiro has issued an unmodified opinion on compliance and an unmodified opinion on internal controls over compliance.

Based upon thresholds mandated by the State of Connecticut, BlumShapiro tested the programs listed on page 10 of the State Single Audit report.

The Schedule of Expenditures of State Financial Assistance (Page 4) lists the Town's expenditures under each state program for the fiscal year ended June 30, 2013.

INDUSTRY UPDATE:

GASB Statement No. 65 – Items Previously Reported as Assets and Liabilities. This Statement establishes accounting and financial reporting standards that reclassify, as deferred outflows of resources or deferred inflows of resources, certain items that were previously reported as assets and liabilities and recognizes, as outflows of resources or inflows of resources, certain items that were previously reported as assets and liabilities.

This Statement also provides other financial reporting guidance related to the impact of the financial statement elements deferred outflows of resources and deferred inflows of resources, such as changes in the determination of the major fund calculations and limiting the use of the term deferred in financial statement presentations.

The provisions of this Statement are effective for financial statements for periods beginning after December 15, 2012 (Fiscal June 30, 2014). Earlier application is encouraged.

GASB Statement No. 67 - Financial Reporting for Pension Plans—an amendment of GASB Statement No. 25. The objective of this Statement is to improve financial reporting by state and local governmental pension plans. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency. This Statement replaces the requirements of Statements No. 25, Financial Reporting for Defined Benefit Pension Plans and Note Disclosures for Defined Contribution Plans, and No. 50, Pension Disclosures, as they relate to pension plans that are administered through trusts or equivalent arrangements (hereafter jointly referred to as trusts) that meet certain criteria. The requirements of Statements 25 and 50 remain applicable to pension plans that are not administered through trusts covered by the scope of this Statement and to defined contribution plans that provide postemployment benefits other than pensions.

This Statement is effective for financial statements for fiscal years beginning after June 15, 2013 (Fiscal June 30, 2014). Earlier application is encouraged.

GASB Statement No. 68 - Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No. 27. The primary objective of this Statement is to improve accounting and financial reporting by state and local governments for pensions. It also improves information provided by state and local governmental employers about financial support for pensions that is provided by other entities. This Statement results from a comprehensive review of the effectiveness of existing standards of accounting and financial reporting for pensions with regard to providing decision-useful information, supporting assessments of accountability and interperiod equity, and creating additional transparency.

This Statement is effective for fiscal years beginning after June 15, 2014 (Fiscal June 30, 2015). Earlier application is encouraged.

Proposed Federal Single Audit Reforms

The Office of Management and Budget has released a proposal to overhaul federal single audits and grantee administrations. These changes will become effective during the FY 2015/2016 audit year.

Proposed federal single audit changes include:

- Raising the audit threshold from \$500,000 to \$750,000
- Raising the “Type A” program threshold from \$300,000 to \$500,000
- Raising the questioned costs floor from \$10,000 to \$25,000
- Reducing the expenditure coverage requirements from 25% to 20% for low risk auditees and from 50% to 40% for other auditees

- Reducing the number of testing requirement types from 14 to 6

These changes generally serve to reduce audit effort required, but the amount of the reduction is highly dependent on the particular organization and its mix of federal funds. Some organizations could see a substantial reduction in audit effort while others may see no change.

Other proposed changes include:

- Replacing the various cost standards circulars for different entity types with one set of standards for all entities
- Replacing the various grantee administrative standards circulars for different entity types with one set of standards for all entities

These proposed changes in the federal single audit do not affect the Connecticut Single Audit.

State of Connecticut Uniform Chart of Accounts (UCOA)

Blum Shapiro is assisting the State of Connecticut, Department of Office of Policy and Management (OPM) in implementing a new UCOA for all municipalities and boards of education in the State.

The project philosophy is that the charts of accounts will not be changed but will be mapped to a UCOA via a data warehouse. Full implementation will be phased in over a three-year period with the first reporting deadline being June 30, 2015 for both municipalities and boards of education.

WOLCOTT REPUBLICAN TOWN COMMITTEE

December 10, 2013

Wolcott Town Council
10 Kenea Ave
Wolcott, CT 06716

Dear Council members,

The Republican Town Committee would like to respectfully submit Rachel Wisler's name for Majority leader of the Wolcott Town Council.

Sincerely,

Cathe B Sherman
Wolcott Republican Town Committee

Cc :Honorable Mayor Thomas Dunn

WOLCOTT REPUBLICAN TOWN COMMITTEE

December 10, 2013

Honorable Mayor Thomas Dunn
Wolcott Town Council
10 Kenea Ave
Wolcott, CT 06716

Dear Sir:

The Republican Town Committee would like to respectfully submit John Sharek's name as the Republican candidate on the Pension Committee.

Thank you in advance for this consideration.

Sincerely,

Cathe B Sherman
Wolcott Republican Town Committee

THOMAS G. DUNN
MAYOR



OFFICE OF THE MAYOR
TOWN OF WOLCOTT

December 12, 2013

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

Re: Permanent Pension Committee

Dear Chairman Valletta and Town Council Members:

The following name has been submitted to me for recommendation for the Permanent Pension Committee:

Republican Town Committee- John Sharek

I approve the proposed name and would appreciate your approval as well.

Sincerely,

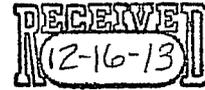
A handwritten signature in black ink, appearing to read 'T. G. Dunn', with a long horizontal flourish extending to the right.

Thomas G. Dunn
Mayor, Town of Wolcott

Wolcott Democrat Town Committee

5 Bolduc Court
Wolcott, CT 06716

Antony A. Casagrande
Chairman



December 11, 2013

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

Dear Mr. Valletta:

In accordance with Section 302(b) of the Town of Wolcott Charter, please be advised that the Wolcott Democratic Town Committee has selected Wolcott Town Council Member Chuck Marsella as its designee for Minority Leader.

Be advised further that The Wolcott Democratic Town Committee hereby recommends Maggie Gugliotti for the Town Committee position on the Permanent Pension Committee.

I thank you in advance for your attention to these matters.

Very truly yours,

A handwritten signature in black ink that reads "Antony A. Casagrande". The signature is fluid and cursive, with the first name being the most prominent.

Antony A. Casagrande

AAC/

cc: *Hayes Dunn*

THOMAS G. DUNN
MAYOR



OFFICE OF THE MAYOR
TOWN OF WOLCOTT

December 16, 2013

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

Re: Permanent Pension Committee

Dear Chairman Valletta and Town Council Members:

The following name has been submitted to me for recommendation for the Permanent Pension Committee:

Democratic Town Committee- Maggie Gugliotti

I approve the proposed name and would appreciate your approval as well.

Sincerely,

Thomas G. Dunn
Mayor, Town of Wolcott