

# **WOLCOTT TOWN COUNCIL**

Regular Meeting

Tuesday, October 21, 2014

Council Chambers, Wolcott Town Hall

7:30 p.m.

Page 1 of 6

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

**MEMBERS ABSENT:** None

**ALSO PRESENT:** Mayor Thomas G. Dunn; Linda Bruce, Municipal Finance Officer; Janette Marcoux, Financial Advisor, FirstSouthwest; Anthony Marino, Treasurer; Dolores C. Slater, Town Clerk; et al.

### **APPROVAL OF MINUTES:**

▪ **Regular Meeting – October 7, 2014**

Upon **MOTION** by Jeffrey Slavin, seconded by Roger Picard, it was unanimously voted to **approve** the minutes of the Regular Meeting held on October 7, 2014, with one abstention from Mr. Charette.

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

No taxpayers came forward.

### **CORRESPONDENCE (on file):**

1. Letter dated October 14, 2014 from Linda Bruce regarding Bid Waiver Request for Codification Services
2. Letter dated October 14, 2014 to Mayor Dunn from Linda Bruce regarding Codification Services with General Code-Contract Value \$17,590.00
3. Proposed Agreement for Codification Services with General Code, LLC
4. Town of Wolcott Expenditure Report, Revenue Report, & Trial Balance, for month ending 09-30-14
5. Submitted by Anthony Marino, Treasurer's Report dated 10-21-14

# WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, October 21, 2014

Council Chambers, Wolcott Town Hall

7:30 p.m.

Page 2 of 6

## MINUTES

---

### 6. Submitted at meeting from Janette Marcoux, Financial Report dated 10-21-14

#### MAYOR'S REPORT:

Mayor Dunn came forward and reported the following:

- Lower Spindle Hill Road will be paved in the next couple of weeks
- The Paving company will be back in a couple of weeks finishing up the second coats and finishing up the aprons on the driveways

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

- With respect to the road reconstruction project, they are done for the year; now they will begin preparations for the winter
- The funds are in place, so they will be ready to continue the project in the spring
- Aprons are cut into driveways so that it blends with the road; some of the road changes due to regrading; it needs to be tied in

At this time, Mayor Dunn announced that Janette Marcoux is here this evening to update the Council. Ms. Marcoux came forward and congratulated the Town on getting the upgrade to their bond rating, at which time she distributed a handout to the Council which she proceeded to review in detail (**see attached**).

Ms. Marcoux referenced the first page of the report entitled 'General Obligation Bonds and Notes' and noted the following:

- The Town received six bids on their bonds which showed strong interest in the marketplace; the winning bid was Fidelity Capital Markets at 2.53% which is a great rate
- The bidding was very tight which shows serious interest in the bond issue
- On the bond anticipation notes, the Town received five bids; the winning bid was Eastern Bank at .018%
- Although the rating is brand new, the results show that the bonds traded as the new 'AA' rating which is great news

Ms. Marcoux referenced the second page of the report entitled 'Debt Issuance History' and noted the following:

- In 1988, the True Interest Cost (TIC), was much higher at 7.1116%
- As of 10-14-14, the TIC was 2.5390%

# WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, October 21, 2014

Council Chambers, Wolcott Town Hall

7:30 p.m.

Page 3 of 6

## MINUTES

---

Ms. Marcoux referenced the last page of the report entitled 'Standard & Poor's Scorecard Results' and noted the following:

- **Economy – 30% Strong:** the Town does not have much control over this as it rates per capita income, population, etc.
- **Management – 20% Adequate:** the reason for this is that they recognized in their report that the Town has a lot of very strong financial practices and controls in place but not as many formal policies; formal policies is what rating agencies want to see; the Town now has a Fund Balance policy, but they would like to see a comprehensive five year capital improvement program; it is a matter of institutionalizing what the Town has been practicing
- **Budgetary Flexibility – 10% Adequate:** in her opinion this is a little distorted and should have a rating higher than adequate; they not only look at the general fund, but the governmental funds; included in those is the capital projects fund which has a deficit until the bonds are issued
- **Budgetary Performance – 10% Strong:** this indicates how the general fund and budget is managed; the Town has a good history of having positive results
- **Liquidity – 10% Very Strong**
- **Debt & Contingent Liabilities – 10% Very Strong:** this looks at the Town's pension and OPEB liabilities
- **Institutional Framework – 10% Strong:** CT issuers are rated strong due to the form of government it has

Ms. Marcoux commented that overall this is a very strong report and one to be proud of. The rating upgrade for this one issue alone equals about \$250,000 in savings for the Town.

Mrs. Mastrofrancesco commented that this is great news for the Town, at which time she inquired about the recommendation of a five year capital improvement plan. Ms. Marcoux stated that it is highly recommended that the Town have a comprehensive five year capital improvement program in place. It shows what the Town has on the drawing board and also shows the sources of funding. The plan can include a combination of grant funds, bonding, or funds set aside in the budget. It is a great working tool to prioritize projects. Ideally, the Board of Education's projects would be included but many times it is not possible.

Mr. Del Buono stated that he does not recall seeing the report from Standard & Poor's, at which time Ms. Marcoux noted that they have a copyright on the bottom of their report; it is not for general distribution. It was noted that there is a copy of the full report in the Finance Office that may be reviewed by anyone.

# **WOLCOTT TOWN COUNCIL**

Regular Meeting

Tuesday, October 21, 2014

Council Chambers, Wolcott Town Hall

7:30 p.m.

Page 4 of 6

## **MINUTES**

---

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

Linda Bruce came forward and reported the following:

- Their pension actuary is still working on the GASB 67 & GASB 68 disclosure statements for FY 2013-2014
- Mahoney, Sabol & Co. should have the disclosure statements by the end of this week; General Government is completed; the Board of Education's statements are being finalized
- The new GASB disclosures require that the net pension liability be placed on the Town's balance sheet
- She received a draft of the FY 2013-2014 financial statements and she will start the Management Discussion & Analysis for inclusion into the FY 2013-2014 audited financial statements; she can start that without having the GASB disclosures completed as there aren't any figures in the disclosures that will affect anything in the MD&A

### **TREASURER'S REPORT:**

Anthony Marino came forward and proceeded to review his report (**see attached**). He noted that he will not review the first page dealing with the permanent bond update as Ms. Marcoux just did a great job covering this item.

Mr. Marino next reported the following:

- Since his last report in September, they invested in some CD's
- They put together a small committee to look at opportunities for investment; they found eight accounts with some cash to pull out
- There is currently \$1.9 million in their STIF account; those funds are working capital; some of that can be invested in the future
- They placed \$245,000 in a 6 month CD at 0.4% interest
- The retirement fund is down a bit since September, but overall for the year they are up 4%; the pension is fully funded

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

There were no reports.

### **UNFINISHED BUSINESS:**

There was no unfinished business.

### **NEW BUSINESS:**

# WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, October 21, 2014

Council Chambers, Wolcott Town Hall

7:30 p.m.

Page 5 of 6

## MINUTES

---

### 1. Report from Financial Advisor Janette Marcoux from FirstSouthwest

The above item was previously addressed under Mayor's Report.

### 2. Discussion & Possible Action on Request to Waive Public Bidding Procedure for Codification Services

Upon **MOTION** by Rachel Wisler, seconded by Gale Mastrofrancesco, it was unanimously voted to **approve** the request to Waive Public Bidding Procedure for Codification Services.

### 3. Discussion & Possible Action on Authorization for Mayor to Execute Agreement for Codification Services with General Code, LLC

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **authorize** the Mayor to Execute Agreement for Codification Services with General Code, LLC (**excerpts attached-full agreement on file**).

Dolores Slater came forward and indicated that the company will review all of the ordinances, regulations, etc., and they look for any duplicates and/or conflicts and also compare them to state statutes to be sure that everything is in line. They will then prepare a draft that combines everything together. She indicated that the process will take about 14-15 months. They will be giving the Town their recommendations to review and then there will be one ordinance for adoption which will follow the normal ordinance process. Mrs. Slater noted that there will be paper copies, it will be online, and there will be a free mobile app. Codification will allow the public to look anything up by subject matter and is easy to navigate. A brief question and answer period was held and discussion followed regarding the specifics of the process.

### ITEMS FOR NEXT AGENDA:

Chairman Valletta advised that if anyone has any items to please contact the Chairman or the Secretary.

### TAXPAYERS' TIME:

No taxpayers came forward.

### EXECUTIVE SESSION:

No Executive Session was held.

# **WOLCOTT TOWN COUNCIL**

Regular Meeting

Tuesday, October 21, 2014

Council Chambers, Wolcott Town Hall

7:30 p.m.

Page 6 of 6

## **MINUTES**

---

### **ADJOURNMENT:**

Upon **MOTION**, by Joseph Del Buono, seconded by Jeffrey Slavin, it was unanimously voted to **adjourn** the meeting at 8:02 p.m.

### **APPROVED:**

---

Elizabeth Gaudiosi, Secretary  
**WOLCOTT TOWN COUNCIL**

---

David Valletta, Chairman  
**WOLCOTT TOWN COUNCIL**

**TOWN OF WOLCOTT CT**

Discussion with Town Council

October 21, 2014

- Recent Bond and Note Sales
- Debt Issuance History
- Credit Spreads
- Bond Buyer GO Index
- Standard & Poor's Scorecard Results

# TOWN OF WOLCOTT CT

## General Obligation Bonds and Notes

General Obligation Bonds - 20 Years	
Bidders	TIC
Fidelity Capital Markets	2.5389%
R.W. Baird & Co.	2.5670%
FTN Capital Markets	2.5684%
UBS Financial Services	2.5877%
Janney Montgomery LLC	2.6056%
Piper Jaffray	2.7485%

Pricing Date: 10/8/2014  
 Sale Type: Negotiated  
 FSW Banker: D. Medanich

\$99,360,000 McKinney Independent School District Unlimited Tax School Building & Refunding Bonds Series 2014 Ratings (M's/S&P/Fitch): Aa2 / AA / NR			
Maturity	Yield (%)	10/8/2014	MMD
2015	0.135	0.130	
2016	0.270	0.350	
2017	0.500	0.580	
2018	0.830	0.860	
2019	1.110	1.150	
2020	1.370	1.410	
2021	1.650	1.650	
2022	1.880	1.870	
2023	2.070	2.000	
2024	2.160	2.080	
2025	2.470	2.160	
2026	2.540	2.240	
2027	2.630	2.310	
2028	2.760	2.360	
2029	2.840	2.420	
2030	3.060	2.480	
2031	3.120	2.540	
2032	3.180	2.600	
2033	3.240	2.660	
2034	3.290	2.710	
2035	3.340	2.760	
2036	3.390	2.810	
2037	3.350	2.860	

General Obligation Notes - 1 Year	
Bidders	NIC
Eastern Bank	0.1899%
Piper Jaffray	0.2469%
TD Bank	0.2619%
Roosevelt & Cross	0.3548%
Jefferies	0.7346%

Pricing Date: 9/30/2014  
 Sale Type: Competitive  
 FSW Banker: J. Marcoux

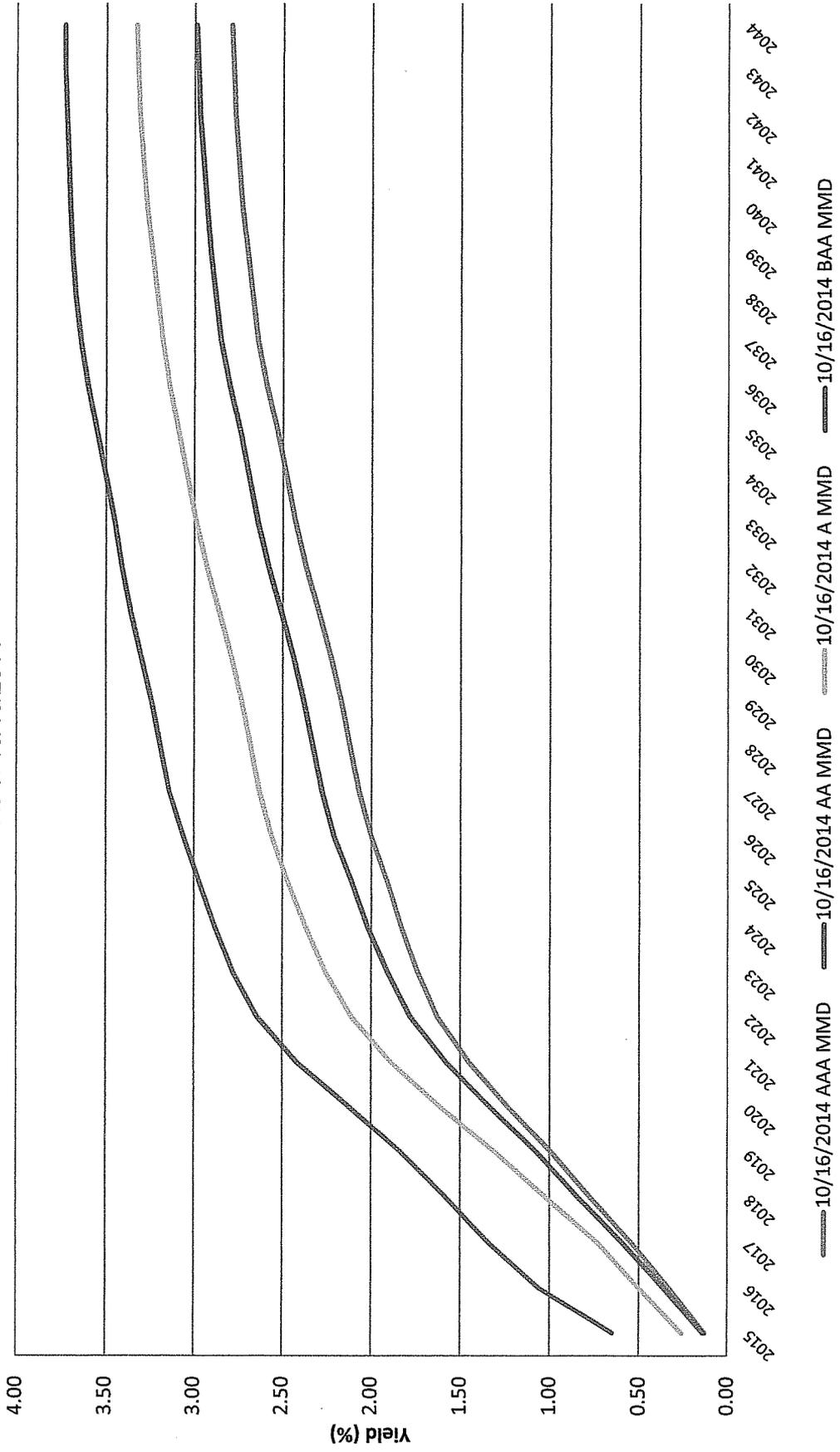
\$6,960,000 Wolcott General Obligation Bonds Series 2014 Ratings (M's/S&P/Fitch): NR/AA / NR			
Maturity	Yield (%)	10/14/2014	MMD
2015	0.150	0.130	
2016	0.400	0.340	
2017	0.690	0.560	
2018	0.870	0.810	
2019	1.150	1.040	
2020	1.380	1.290	
2021	1.630	1.520	
2022	1.900	1.720	
2023	2.070	1.820	
2024	2.180	1.900	
2025	2.330	1.990	
2026	2.450	2.060	
2027	2.550	2.130	
2028	2.630	2.180	
2029	2.680	2.230	
2030	2.750	2.290	
2031	2.850	2.360	
2032	2.950	2.420	
2033	3.050	2.480	
2034			
2035			
2036			
2037			

\$18,100,000 Rocky Hill General Obligation Bonds Series 2014 Ratings (M's/S&P/Fitch): NR/AA+ / NR			
Maturity	Yield (%)	9/30/2014	MMD
2015			
2016	0.310	0.360	
2017	0.540	0.600	
2018	0.830	0.880	
2019	1.120	1.170	
2020	1.410	1.450	
2021	1.680	1.700	
2022	1.960	1.940	
2023	2.140	2.090	
2024	2.240	2.170	
2025	2.380	2.250	
2026	2.550	2.330	
2027	2.560	2.410	
2028	2.660	2.480	
2029	3.050	2.550	
2030	3.120	2.610	
2031	3.180	2.670	
2032	3.240	2.730	
2033	3.290	2.780	
2034	3.340	2.830	
2035			
2036			
2037			

## TOWN OF WOLCOTT CT DEBT ISSUANCE HISTORY

Issue Date	Rating	Amount	Term	TIC	Bond Buyer Index	TIC as % of Index
8/11/1988	A	\$1,715,000	15	7.1116%	7.83%	90.8%
5/31/1990	A	8,450,000	19	6.9312%	7.26%	95.5%
7/20/1993	A	4,920,000	15	4.7007%	5.50%	85.5%
7/30/1996	A	2,440,000	15	5.1631%	5.86%	88.1%
11/19/1999	A3	8,675,000	19	5.2162%	5.88%	88.7%
11/1/2000	A3	9,200,000	19	5.0106%	5.54%	90.4%
2/26/2002	A3	11,200,000	19	4.3169%	5.10%	84.6%
2/26/2002	A3	2,885,000	20	4.2431%	5.10%	83.2%
2/26/2002	A3	800,000	20	6.2587%	5.10%	122.7%
11/16/2004	A3	10,125,000	15	3.5900%	4.58%	78.4%
8/1/2006	A3	6,490,000	19	4.1431%	4.55%	91.1%
8/1/2006	A3	1,290,000	19	4.3116%	4.55%	94.8%
7/27/2010	A1	4,465,000	19	2.9974%	4.26%	70.4%
7/27/2010	A1	12,785,000	11	2.9974%	4.26%	70.4%
10/14/2014	AA	6,960,000	19	2.5390%	4.01%	63.3%

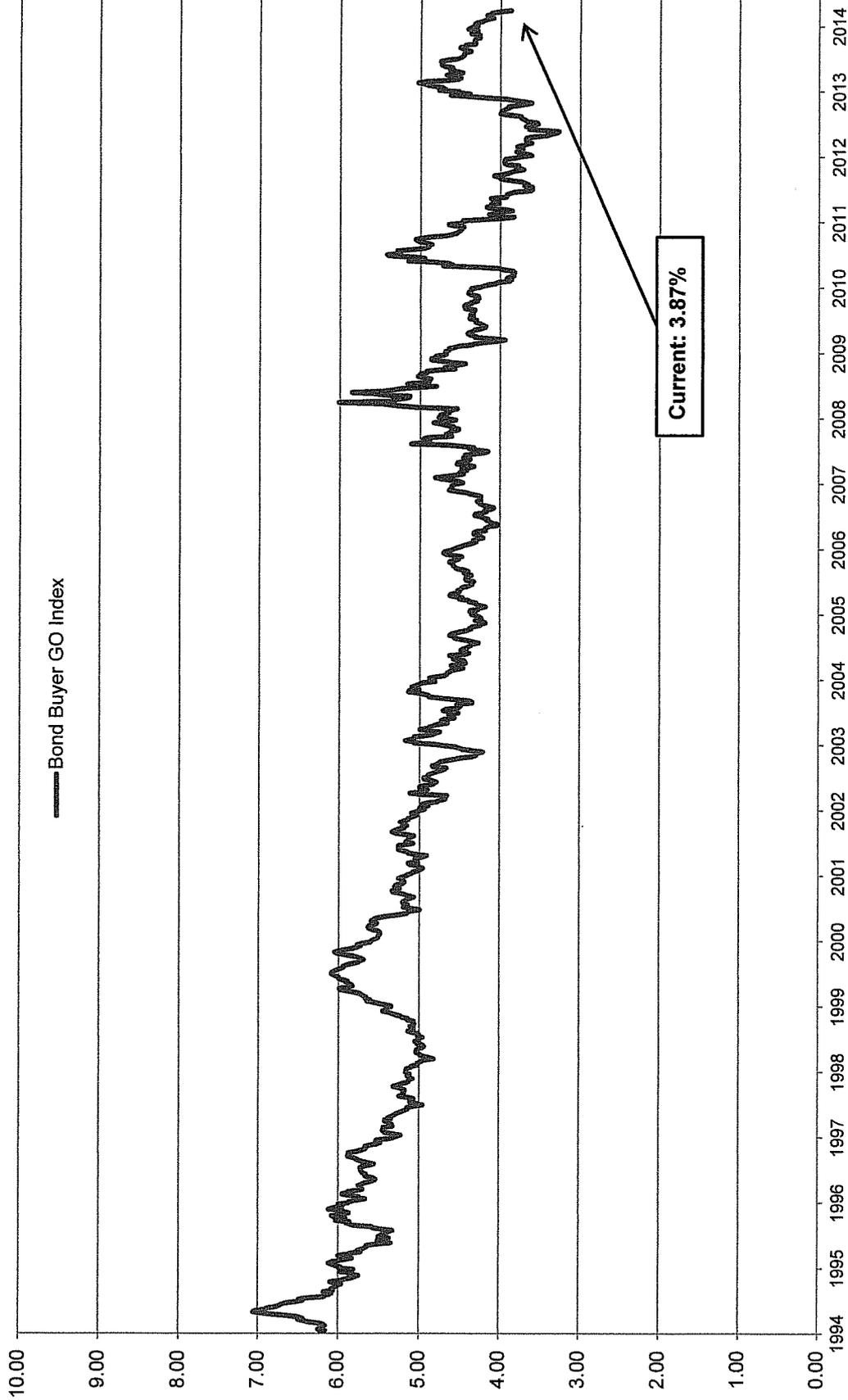
### Municipal Market Data Yield Curve Benchmarks (Aaa to Baa) As of 10/16/2014



This graph depicts historical interest rates and their respective relationships. Future interest rates are dependent upon many factors such as, but not limited to, interest rate trends, tax rates, supply, changes in laws, rules and regulations, as well as changes in credit quality and rating agency considerations. The effect of such changes in such assumptions may be material and could effect the projected results. These results should be viewed with these potential changes in mind as well as the understanding that there may be interruptions in the short term market or no market may exist at all.

# Bond Buyer GO Index

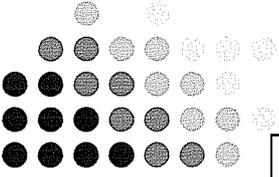
20 Year History  
Weekly Actual as of 10/16/2014



This graph depicts historical interest rates and their respective relationships. Future interest rates are dependent upon many factors such as, but not limited to, interest rate trends, tax rates, the supply and demand of short term securities, changes in laws, rules and regulations, as well as changes in credit quality and rating agency considerations. The effect of changes in such factors individually or in any combination could materially affect the relationships and effective interest rates. These results should be viewed with these potential changes in mind as well as the understanding that there may be interruptions in the short term market or no market may exist at all.

**TOWN OF WOLCOTT CT**  
**Standard & Poor's Scorecard Results**

	Score
<b>Economy - 30%</b>	<b>Strong</b>
Total Market Value	
Most Recent Population	
Most Recent Effective Income as % of US	
<b>Management - 20%</b>	<b>Adequate</b>
FMA Score or Estimate	
Revenue and Expenditure Assumptions	
Budget Updates and Amendments	
Long-Term Financial Planning	
Long-Term Capital Planning	
Investment Management Policies	
Debt Management Policies	
<b>Budgetary Flexibility - 10%</b>	<b>Adequate</b>
Available GF Unassigned Balance	
Available Fund Balance (Gov. Funds)	
General Fund Expenditures	
<b>Budgetary Performance - 10%</b>	<b>Strong</b>
General Fund Revenues	
General Fund Transfers In	
General Fund Transfers Out	
Total Governmental Funds Revenue	
Total Governmental Funds Expenditures	
<b>Liquidity - 10%</b>	<b>Very strong</b>
Total Gov'l Funds Cash and Investments	
Total Gov't Funds Debt Service	
Extraordinary Proceeds	
<b>Debt and Contingent Liabilities - 10%</b>	<b>Very strong</b>
Net Direct Debt	
Additional Factors:	
Overall Net Debt	
Overall Debt Due in 10 years	
Exposure to Interest-Rate Risk	
<b>Institutional Framework - 10%</b>	<b>Strong</b>
Connecticut Issuers	



**Treasurer's Report**  
**10/21/2014**

**Success**

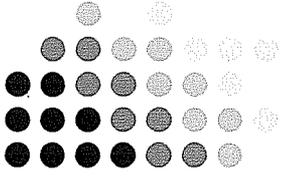
**IS**

**THE SUM OF  
SMALL  
EFFORTS**

***Repeated***

***Day in and Day out***



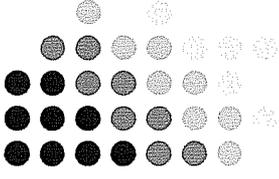


# Agenda

---

- Permanent Bond & BAN update
- Markets
- Pension Status Update
- Cash Investment Policy Updates



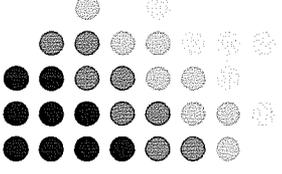


# Permanent Bond Update

- Time line
  - Preliminary meeting with 8/27/2014 ✓
  - Rating agency workshop 9/16/2014 ✓
  - Meet with rating agency 9/24/2014 ✓✓
  - Bond sale 10/14/2014 ✓
- **Priority** ✓✓
- Convince the rating agency that the Town of Wolcott deserves an upgrade in it's rating based on sound financial practices and polices.
- **Results** ✓✓
  - Town of Wolcott received a credit rating of AA from Standard and Poor's
  - \$ 6,960,000 20 year Municipal Bond at 2.538% Fidelity Mutual
    - 6 bids
  - Town of Wolcott received a credit rating of SP-1+ from Standard and Poor's
  - 1 year Bond Anticipation Note

<u>BIDDER</u>	<u>AMOUNT</u>	<u>INTEREST RATE</u>	<u>PREMIUM</u>	<u>PERCENT NET INTEREST COST</u>
Eastern Bank	\$13,050,000	1.25%	\$137,958.76	0.1899%

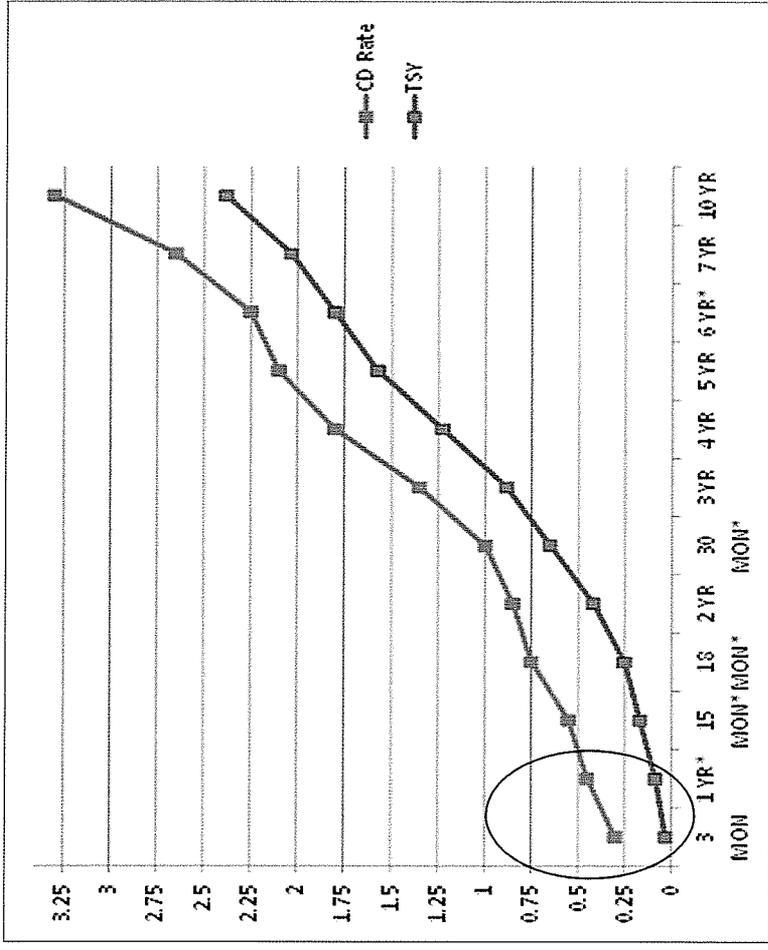




# Markets

CD offerings compared to the UST Curve

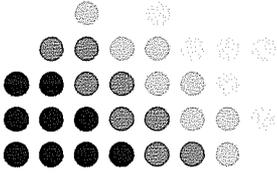
Town of Wolcott Benchmark



	US Treasury Actives Curve	US Treasury Actives Curve2	Weekly Change
Tenor	08/18/14	08/11/14	08/18/14-08/11/14
1M	0.018	0.023	-0.5
3M	0.03	0.03	0
6M	0.048	0.043	0.5
1Y	0.084	0.089	-0.5
2Y	0.417	0.442	-2.5
3Y	0.884	0.893	-0.8
5Y	1.568	1.616	-4.8
7Y	2.026	2.089	-6.3
10Y	2.378	2.428	-5.1
30Y	3.172	3.244	-7.2

- Currently \$1,904,215.72 in STIF @ 0.14 Annualized % Rate
- \$ 245,000 in Certificate of Deposit 6 mo. 0.4% Santander Bank

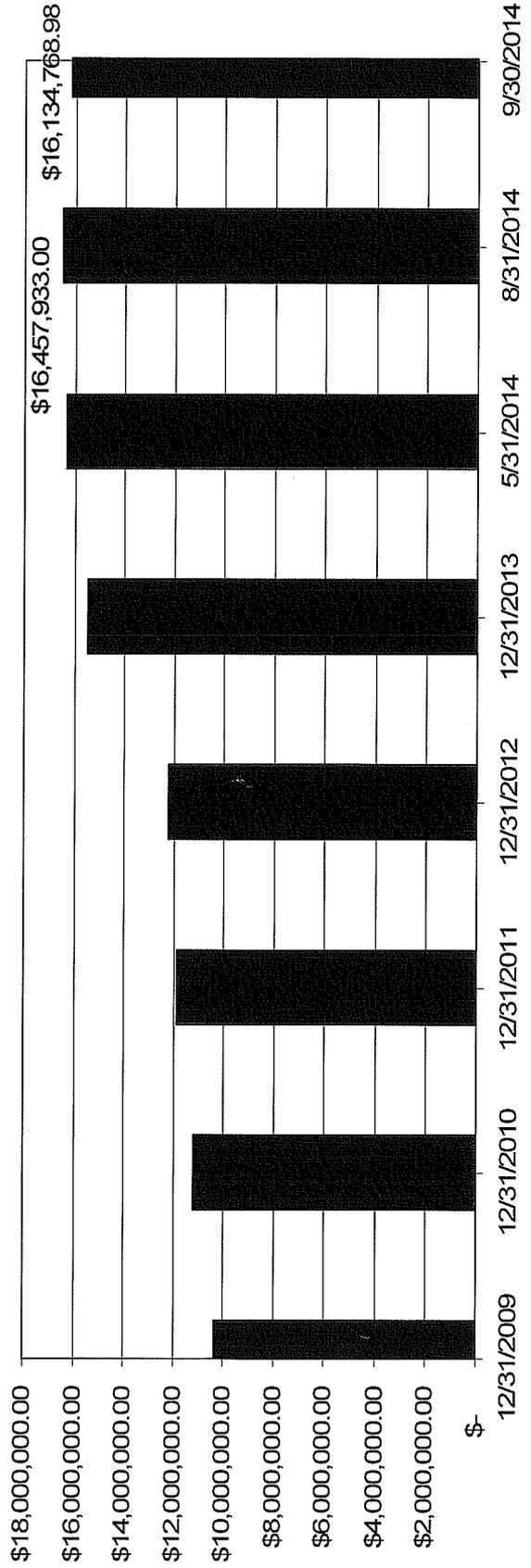


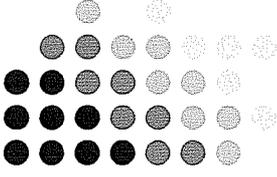


# Retirement Plan Of Wolcott Employees & Policemen

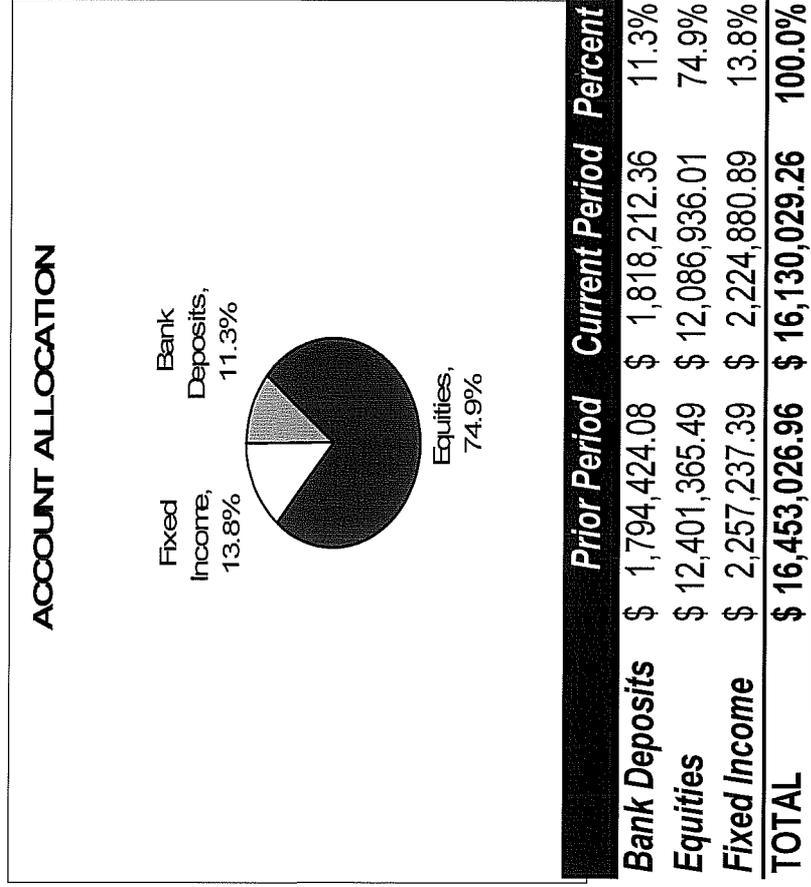
Beginning Balance (09/01/2014)	\$16,457,993.96
Contributions	\$0.00
Withdrawals	\$0.00
Realized Gain / Loss	\$0.00
Unrealized Gain / Loss	(\$346,785.97)
Interest	\$14.74
Dividend / Cap Gains	\$23,546.24
Ending Balance (09/30/2014)	\$16,134,768.98
Total Gain / Loss After Fees	(\$323,224.99)
IRR Net of Management Fees for 09/01/2014 to 09/30/2014	-1.96

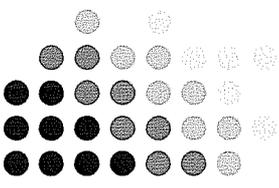
SNAPSHOT PORTFOLIO VALUE  
9/30/2014





# Account Overview





# Cash Investment Policy Updates

- Cash Investment Policy
  - Short term investment fund ✓ 0.1403%
  - ✓ Evaluate ways to maximize idle cash in short term investment funds
  - ✓ Evaluate current state
    - Currently using STIF accounts
  - ✓ Define future state
    - Combine STIF with CD's for 3 to 12 month investments
  - ✓ Develop Certificate of Deposit policy
    - complete
  - Measure and Improve
    - CD investments 6 month \$ 245,000 @ 0.4%





# TOWN OF WOLCOTT

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

October 14, 2014

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 codification services with General Code. I have listed in the attached memo multiple reasons for the request for a bid waiver.

As noted in the memo to Mayor Dunn, after discussions with Dolores Slater, Wolcott's Town Clerk and based on her research, it is my opinion a public bid for these services would not be beneficial to the Town of Wolcott.

We are also requesting the Town Council approve the contract with General Code and authorize the Mayor to execute the contract. The project total as listed on page 27 of the contract is \$17,590.00. The Town Clerk's Historic Preservation Fund will cover the payment installments required in the current Fiscal Year (approximately \$10,000.00). The balance of the contract will be funded through the subsequent Fiscal Year's General Government Budget (technology expense).

*Linda R. Bruce*

/lrb

Bid Waiver Request David Valletta Codification Services.General Code  
Town Council Meeting 10.21.2014

CC: Mayor Thomas G. Dunn  
Brian Tynan, Town Attorney  
Town Council Members  
Dolores Slater, Town Clerk



# TOWN OF WOLCOTT

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

October 14, 2014

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

RE: Codification Services with General Code – Contract Value \$17,590

In accordance with the Wolcott Town Charter, Section 707, paragraph [c] and [v], it is my opinion that to proceed with the public bidding procedure for the referenced service for the Codification for Town of Wolcott laws, rules, regulations, ordinances, etc. would not be in the best interest of the Town of Wolcott.

The justification for this recommendation is based on the following:

- There appears to be two major companies offering codification services in the Connecticut area – General Code in Rochester, NY and Municipal Code Corporation in Tallahassee, FL
- After review General Code's system gives every indication to be user friendly
- A user friendly system will make our laws, regulations, rules, ordinances more transparent to the Public and will be easily accessible to the Public
- General Code provides in kind services such as Multi-Code search capability, no user/licensing fees, archival CD – every time supplementation occurs a new CD is received along with paper supplements
- General Code provides a web site called "Touch View" along with a Mobile App. A Mobile App requires no network connection

After having multiple discussions with Dolores Slater, Wolcott's Town Clerk, and based on her research, it is my opinion a public bid for these services would not be beneficial to the Town of Wolcott.

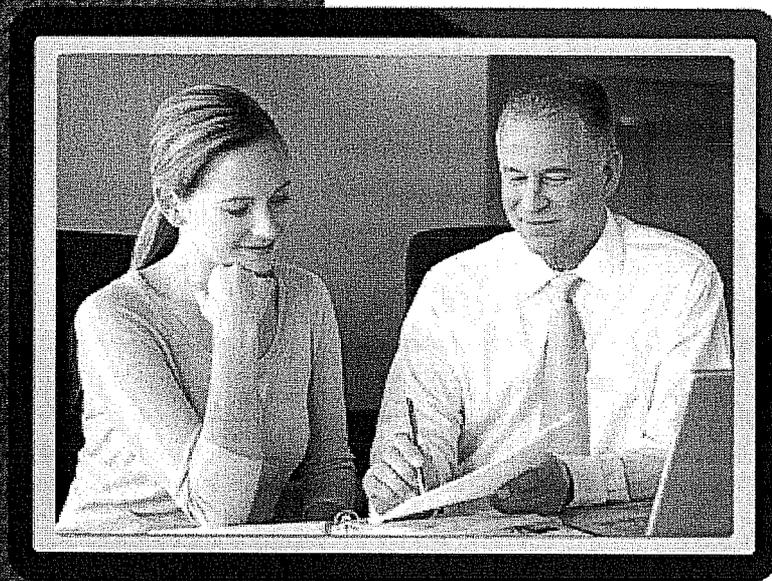
*Linda R. Bruce*

/lrb

CC: Town Council Members  
Brian Tynan, Town Attorney  
Dolores Slater, Town Clerk

Mayor Thomas G. Dunn Bid Waiver Request Codification Services with General Code  
10.14.2014

# REQUEST FOR PROPOSAL *for* CODIFICATION SERVICES



Prepared for:

Town of Wolcott  
New Haven County  
Connecticut

October 10, 2014

Valid for 6 months

Patrick Smith  
Codification Account Manager  
(855) GEN CODE  
Email: [psmith@generalcode.com](mailto:psmith@generalcode.com)

**GENERAL  
CODE**

Codification Division

# Executive Summary



## GENERAL CODE Codification Division

Serving the needs of communities for over 50 years, General Code provides codification and enterprise content management solutions to more than 3,000 municipal governments throughout the United States and Canada. Our staff has developed, implemented and maintained codification projects for a wide variety of local governments, ranging from small townships and villages to major cities and counties.

### Situation Analysis

Thank you for the opportunity to present this proposal for comprehensive codification services.

The ordinances of the Town have never been codified. Presently, the Town is requesting proposals for codification of the legislation of the Town. The scope of services is the incorporation of all legislation of a general and permanent nature into the new Code and is to include research and editorial and legal analysis to identify conflicts, inconsistencies and other problem areas in need of updating or correction; the incorporation of any necessary revisions; the creation of an index; the preparation of Code adoption materials and a disposition list to document the final disposition of all Code-relevant legislation; and the printing of 10 copies of the Code. The Town is also interested in a fully searchable online version of the Code.

For more detail, see the full Situation Analysis on page 6.

### General Code Solution

The Town of Wolcott's objectives will be met and goals achieved through our proposed Codification Solution, which includes:

- An Editorial and Legal Analysis and codification of existing materials
- Premium eCode360® online code
- Custom printed Code books, with an option for additional printed books

### Investment Summary

The cost of General Code's recommended solution will be \$17,590.

A detailed breakdown of the investment and available options can be found on page 17.

### Accepting This Proposal

This document serves both as a proposal and as an agreement. To accept this proposal, complete the form on the last page, including authorized signatures. Fax the completed form to General Code at (585) 328-8189, or return it by mail to General Code, 781 Elmgrove Road, Rochester, NY 14624.

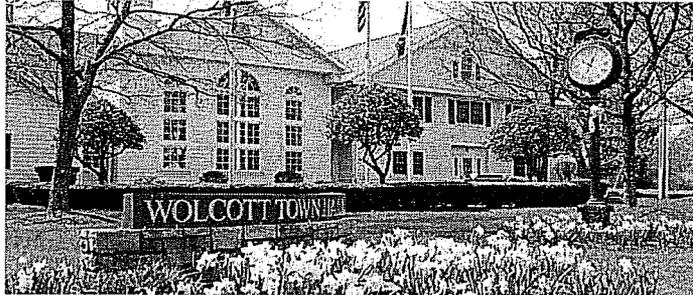
# Situation Analysis



## General Code Service

"Regarding the service that we get from General Code, in a word - amazing. We have yet to encounter a problem that your team has not been able to solve with grace! Thank you for keeping us on track even when we are delayed by the issues that seem to always get in the way.

- Susan Kramarsky,  
Town Clerk/Receiver of Taxes  
Town of Brighton, NY



The Town of Wolcott is located in New Haven County in Connecticut and was incorporated in 1796. Today the Town is home to more than 16,600 residents.

## Source Materials

General Code will use the following source materials for the codification project:

- ✦ A copy of the Town's Charter, as effective on January 1, 2011, as downloaded from the Town's website on March 2, 2014
- ✦ A copy of the Town's uncodified legislation adopted from Ordinance No. 1 through Ordinance No. 96, as provided by the Town on February 27, 2014, and October 7, 2014
- ✦ A copy of the Town's Zoning Regulations, as amended through July 17, 2013, as provided by the Town on August 18, 2014
- ✦ A copy of the Town's Subdivision Regulations, as revised through January 2, 1998, as provided by the Town on August 18, 2014
- ✦ A copy of the Town's Inland Wetlands and Watercourses Regulations, as effective on April 12, 2006, as provided by the Town on August 18, 2014
- ✦ A copy of the Town's Rules and Regulations Governing Installation of Public Sanitary Sewers and Building Sewers that Connect to the Public Sewer System, as dated on September 2011, as provided by the Town on August 18, 2014
- ✦ A copy of the Town's Rules, Regulations, Standards and Specifications for Water Main and Water Service Installations, as effective on June 23, 1988, as provided by the Town on August 25, 2014

This proposal only takes into account legislation submitted for review, which will be included within the scope of this project. General Code requests that the Town set up a process during the project to routinely send any new legislation upon adoption. These additional materials will be included in the Code up to the point where the editorial work has been completed and shall be subject to an additional charge at the end of the project.

# Recommended Solution



General Code will provide the Town of Wolcott with professional codification services and solutions designed to meet the specific needs of your community, based on your requirements and over 50 years of experience working with local governments. We will provide you with a variety of options for publishing the Code of the Town of Wolcott, including posting on the Internet and traditional print formats.

## Services Included

### eCode360

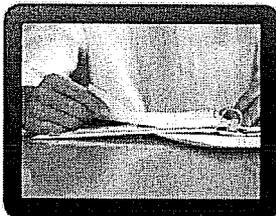


General Code's eCode360 with the PubDocs Module makes the complete current text of your Code available online in an easily used and navigated format that is fully searchable.

The PubDocs Module permits uploading of non-code documents to the web for easy searching and public access, such as resolutions, minutes, comprehensive plans, and proposed ordinances under review prior to adoption. The project will include the uploading of up to 5 years of electronic public documents (in acceptable digital format, to be provided by the Town on CD) and posting online.

For more detail, see the full eCode360 description on page 11.

### Publication of New Code Volumes



The base price includes the publication of 10 new Code volumes in high-quality, custom-imprinted post binders. The Code pages will be designed in an 8 ½-by-11-inch page size, using an 11-point Times New Roman font in a single-column format on 100% recycled paper. You may choose blue, dark red, green, brown, black or gray binders, with white, silver or gold silk-screen lettering. The Town Seal can also be embossed on the front and spine if you wish. Each Code will also include a set of tab dividers for individual customization. Each copy of the Code will be serial-numbered, and we will provide forms for you to keep track of the distribution of the Codes.

### Comprehensive Index

General Code will prepare and publish a comprehensive Index for the Code. The Index is specifically designed to be easy to use, so that the information in the Code can be quickly located.

### Code Adoption Legislation

The editor assigned to your codification project will prepare adoption legislation for the proposed Code. This material will be furnished to the Town Attorney for review and enactment by the governing body. If the Code adoption legislation is enacted and returned to us within 90 days of submission, we will include this material in the Code free of charge. Once the Code is adopted, it can be amended directly to change, add or delete material.

### Disposition List

The Disposition List sets forth, in chronological order, the subject matter, date of adoption and disposition of each item of new legislation reviewed with the project and indicates its inclusion in or omission from the Code. The Disposition List is designed to assist you in locating not only legislation that is included in the Code but also legislation that is not included.

# The General Code Codification Process



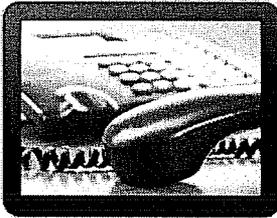
We see you as a partner in the codification process.

General Code's unique and easily accessible style is readily discernible. Your legislation is organized into a systematized, clean format, designed to provide you and your community with an easily readable, simple to reference, and logically indexed Code.

## Including You in the Process

The unique project workflow that General Code has developed engages the Town with a Code editor at key stages throughout the process. Our Code editors bring a breadth of knowledge and expertise acquired over the half century we've invested in working with local governments. Combining our experience with your involvement ensures that your Code will accurately reflect your community's particular needs and requirements for a reliable resource tool.

## Process Outline

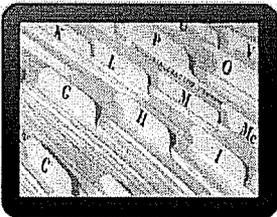


### Beginning a Code Project

To begin the project, the Town of Wolcott has provided the source materials for the new Code. For more detail, see the source materials listed on page 6.

### Preliminary Telephone Conference

At the beginning of the project, General Code will consult with the Town's designated contact person to review the project generally and to clarify any initial questions for both General Code and the Town.



### Organizational Analysis

The first part of the analysis of the Town's legislation will be the preparation of an Organizational Analysis for the Town to review. The editor will prepare a proposed Table of Contents of the Code and a listing of legislation reviewed, along with any missing material and adoption dates, and any other questions pertaining to the completeness of materials being reviewed.

The Town will review the Organizational Analysis and make whatever changes it feels are necessary. An editor will incorporate the feedback they receive into the project and move forward to the preparation of the Manuscript and the Editorial and Legal Analysis.

### Manuscript

As applicable, a Manuscript will be prepared using the materials obtained from the Town. The Manuscript organizes your legislation into a logical system, arranged alphabetically by subject matter, into chapters. Amendments will be incorporated into the Manuscript, and repealed or superseded material will be noted. The Manuscript will show exactly the legislation that is currently in effect.



## Editorial and Legal Analysis

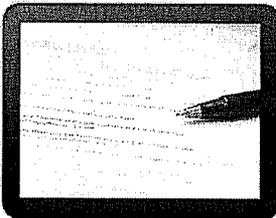
For the second part of the analysis of the Town's legislation, an Editorial and Legal Analysis will be prepared for your review. Our staff of editors and attorneys is in contact with hundreds of communities. They will provide you with the benefit of their experience and with information that you can use to determine how your legislation can be revised and improved. The project team will do a thorough review and analysis of your legislation and provide specific recommendations and input for improvement. The Analysis will be compiled into a workbook, with an easy-to-use checklist format, for the use of Town officials, including the Attorney, who will have the final decision-making authority for the resolution of any and all issues.

The Editorial and Legal Analysis will include the following:

- ✦ Identification of duplications, conflicts and inconsistencies between or within various sections of the Code
- ✦ Identification of duplications, conflicts and inconsistencies with Connecticut statutes
- ✦ Any practical recommendations to make your legislation more enforceable
- ✦ Suggestions regarding fines, fees and penalties
- ✦ Suggestions on ways to modernize your legislation

The Town will review the Editorial and Legal Analysis and make the final decisions on any changes that are deemed necessary. All final decisions regarding the sufficiency of the legislation which is to be codified, and any changes to be made to said legislation, shall be the province of the Town officials and the Town Attorney.

A review period is set by the performance schedule. We stress the importance of staying within the allotted time period to avoid disruptions in the production process and delays in the delivery of the Code.



## Final Editing of the Manuscript

Once the Editorial and Legal Analysis is returned, an editor will begin the final editing process.

During the editing process, we will:

- ✦ Prepare a Table of Contents listing all chapters and articles included in the Code
- ✦ Include cross-references and Editor's Notes, as required, and add historical notations indicating the source and date of adoption of each enactment
- ✦ Edit the text to incorporate any revisions and additions previously approved in the Editorial and Legal Analysis phase
- ✦ Copyread to correct typographical and spelling errors

During this process, General Code will also prepare a comprehensive index. We will also prepare the proposed Code adoption legislation and/or any other necessary information to establish the Code as an official document. This material will be furnished to the Town Attorney for review and enactment by the governing body.

## Draft

General Code will submit a Draft of the Code for final review by the Town. Any specific questions that arise during the editing process shall be submitted with the Guidelines for Draft Review. Such questions may include missing wording or incomplete information, conflicts with incorporating new ordinances, and inconsistencies within chapter provisions. Minor changes in content as a result of the Town's review may be made. Any substantial changes in organization or content shall be subject to additional charges.



## Code Delivery; Recordkeeping; Supplement Distribution

After the Code is delivered, we will review the project with the Town to ensure that everything meets your expectations. At that time, we will work with you to set up an effective recordkeeping system to keep track of the distribution, sale and maintenance of Codes and supplements.

# Performance and Payment Schedule



## Performance Schedule

Deliverable	Delivery Date
Preliminary telephone conference	Within 30 days of contract signing
Submission of the Organizational Analysis	Within 80 days of contract signing and receipt of the materials; the Town has 30 days for review
Submission of the Manuscript and Editorial and Legal Analysis	Within 120 days of receipt of the responses to the Organizational Analysis; the Town has 90 days for review
Submission of Draft	Within 100 days of receipt of responses to the Editorial and Legal Analysis; the Town has 30 days to review
Delivery of the Code	Within 40 days of approval to proceed with the publication of the Code

*Performance schedule reflects business days excluding legal holidays.*

## Payment Schedule

Percentage of Total Project Price	Milestone
20%	Invoiced within 30 days of contract signing
20%	Invoiced upon submission of the Organizational Analysis
20%	Invoiced upon submission of the Manuscript and Editorial and Legal Analysis
20%	Invoiced upon submission of the Draft
20%	Invoiced upon delivery of the Code

# Investment Detail and Options



**Base Codification Project Price** **\$ 17,590**

Your base codification project includes the following:

- \* Preliminary Telephone Conference
- \* Codify Legislation Through Ordinance No. 96 and August 18, 2014 (For a Complete List of All Legislation that Will be Incorporated into the Code, See Source Materials on Page 6)
- \* Conversion of the Code into an XML Document with General Code Numbering and Format
- \* Organizational Analysis
- \* Editorial and Legal Analysis
- \* Manuscript
- \* Editorial Work
- \* Proofreading
- \* Draft
- \* Duplication and Publication of 10 Code Volumes in Standard Imprinted Post Binders
- \* Comprehensive Index
- \* Disposition List
- \* Customizable Tabs
- \* Code Adoption Legislation
- \* Premium eCode360, Including PubDocs Module (Set-Up and First Year)
- \* Enterprise-Wide eBooks for iPads
- \* Customized Masthead Banner
- \* Uploading of Up to 5 Years of Electronic Public Documents (In Acceptable Digital Format, To Be Provided by the City on CD)
- \* Shipping

## Future Services

### Supplementation Services

General Code will provide supplementation services to the Town at a rate of \$18 per page, and \$10 per graphic image, chart or table, through December 31, 2016.

**Premium eCode360® Annual Maintenance \$ 1,195 (Pricing valid for 3 years)**

The maintenance fee is an annual recurring flat fee. Therefore it is our recommendation that the Town budget for this service each year. The fee covers annual licensing, web hosting, posting of new legislation between regular Code supplements and the PubDocs Module. Please note that this does not include the cost for codifying new legislation.

## Optional Components

These options are available to you at an additional charge:

\$70	Price per Additional Code Book	.....
------	--------------------------------	-------

*Please note: These copies are in addition to the 10 Code books included in the base price.*

Prices noted are valid for 6 months from the date of this proposal.

# Authorization and Agreement

**Base Codification Project** \$ 17,590

## Optional Components

\_\_\_ Additional Code book(s) @ \$70 each \$ .....

## Total Investment

Including all of the options selected above, the project price will be: \$ .....

The Town of Wolcott, Connecticut, hereby agrees to the procedures outlined above, and to General Code's Codification Terms and Conditions, which are available at [www.generalcode.com/TCdocs](http://www.generalcode.com/TCdocs), and are incorporated herein by reference, and authorizes General Code to proceed with the project.

### TOWN OF WOLCOTT, NEW HAVEN COUNTY, CONNECTICUT

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

### GENERAL CODE, LLC

By: \_\_\_\_\_ Witnessed by: \_\_\_\_\_  
Title: \_\_\_\_\_ Title: \_\_\_\_\_  
Date: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign and return this page to General Code. A signed copy of this agreement will be mailed back to the Town for its records.