

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, January 6, 2015

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.

At this time, Mr. Slavin requested that everyone remain standing and hold a moment of silence for the two police officers gunned down in New York, Officer Ramos and Officer Liu, and ask God to please heal our country from this kind of activity.

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; et al.

APPROVAL OF MINUTES:

▪ **Regular Meeting - December 16, 2014**

Upon **MOTION** by Roger Picard, seconded by Rachel Wisler, it was unanimously voted to **approve** the minutes of the Regular Meeting held on December 16, 2014.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

- 1. Finance Office Transfer, submitted by Linda Bruce**
- 2. Letter dated December 30th from Linda Bruce Regarding Request for Bid Waiver for Lemelin Environmental Services, Inc.** (copy of letter dated December 30th to Mayor Dunn regarding same attached).
- 3. Submitted by Linda Bruce, Information Regarding Elected Officials Salaries**

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4. Letter dated January 6th from Town Attorney Tynan Regarding Public Bidding Waiver Request

MAYOR'S REPORT:

Mayor Dunn came forward and reported the following:

- The focus is on the budget; tomorrow the State Legislature will open up their new session
- There was a Chamber breakfast this morning; some of the Representatives and Senators were present; they are waiting to see what the Governor will be coming out with budget wise
- They will be represented by the Council of Small Towns (COST); they will be up at the State testifying and fighting for the Town of Wolcott

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and reported the following:

- The budget process for FY 2015-2016 is well underway
- Finance has received budget requests from approximately 95% of the departments
- As per the information that the Council received this evening, the elected officials salaries shall be determined by the Town Council for budget purposes; the salaries for the 2 year term positions need to be set and the salaries for the 4 year term positions need to be reviewed and set
- She is requesting, through the Chair, that the Elected Officials Salaries Committee meet and review the salaries; the Council members listed for said committee are Jeffrey Slavin, Chairman, Fran Masi, and Rachel Wisler
- She and the Mayor teleconferenced with Janette Marcoux from FirstSouthwest on December 30th to discuss the updates and the rating call with Standard & Poor's; a market review for refunding bonds will take place around January 8th; if favorable for refunding, they will then proceed with another rating review with Standard & Poor's; the rating call will take place around January 15th or 16th for just minor updates
- One transfer was submitted for approval

Chairman Valletta requested that Mr. Slavin contact Mrs. Wisler and Mr. Masi to review the elected officials salaries.

Upon **MOTION** by Gale Lanza Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfer: Commission on Aging – 168; from Dept. 112 - #8998 Contingency Account \$2,000.00, to Dept. 168 - #4600

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Building Maintenance \$2,000.00 to pay for unexpected repairs over and above normal maintenance items, including repairs to refrigerator and repairs to air handler **(see attached)**.

An inquiry was made with respect to the above motion, at which time Mayor Dunn advised that the refrigerator is about 8 years old, and the furnace is about 15 years old.

SUB-COMMITTEE AND LIAISON REPORTS:

Sub-Committee for the Walking Trail: Mr. Charette reported that they will be starting some tree cutting this week, weather permitting. The bid for the boardwalks was won by Grasshopper, LLC.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

1. Discussion & Possible Action to Waive Public Bidding Procedures for Fuel Management Systems with Lemelin Environmental Services, Inc.

Chairman Valletta stated that the above item was well explained by the information submitted in their packets.

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **waive** the Public Bidding Procedures for Fuel Management Systems with Lemelin Environmental Services, Inc.

An inquiry was made with respect to the above motion, at which time Linda Bruce advised that the funds for this item will be coming out of the contingency line item in Dept. 112, General Government.

ITEMS FOR NEXT AGENDA:

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

TAXPAYERS' TIME:

No taxpayers came forward.

EXECUTIVE SESSION:

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No Executive Session was held.

ADJOURNMENT:

Upon **MOTION**, by Joseph Del Buono, seconded by Roger Picard, it was unanimously voted to **adjourn** the meeting at 7:39 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

December 31, 2014

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

RE: TRANSFERS WITHIN/BETWEEN DEPARTMENTS - FISCAL YEAR 2014/2015

Dear Mr. Valletta:

In accordance with the provisions of the Wolcott Town Charter, I am hereby notifying you of the following transfer for Fiscal Year 2014/2015 contained in Schedule A (Fund 01) 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/sh
Enclosures

MAYOR'S ACTION:

DATE: December 31, 2014

APPROVED BY: 

Thomas G. Dunn, Mayor
Town of Wolcott

COUNCIL'S ACTION:

DATE: January 6, 2015

APPROVED BY: 

Chairman, Wolcott Town Council

**SCHEDULE A
 TRANSFERS WITHIN / BETWEEN DEPARTMENTS FUND 01
 2014-2015 FISCAL YEAR - FOR REVIEW ON JANUARY 6, 2015**

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
COMMISSION ON AGING - 168				
TO:	01-1-168-4-4600	BUILDING MAINTENANCE	2,000.00	
FROM:	01-1-112-8-8998	CONTINGENCY ACCOUNT		2,000.00
TOTAL TRANSFERS - FUND 01			2,000.00	2,000.00

Reason: To pay for unexpected repairs over and above normal maintenance items including repair to refrigerator and repairs to air handler and furnace.

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 12/29/2014

REQUESTOR: Mary Morrone

DEPT.# 168

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	<u>01-1-168-4-4600</u>	<u>Building Maintenance</u>	<u>2,000.00</u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
FROM	<u>01-1-112-8-8998</u>	<u>Contingency Account</u>	<u>2,000.00</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:

Unexpected repairs over and above normal maintenance items.

Transfer is needed for:

To pay for repair to refrigerator and repairs to air handler and furnace.

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

\$28,000 remaining in the contingency account.

APPROVAL L. Bruce.....

FINANCE OFFICE USE

DATE:..... 12/30/2014

Per the Town of Wolcott Charter, Section 306 (f): Said Council shall determine the compensation of the Mayor, the Registrars of Voters, Town Clerk, Tax Collector, Treasurer, Board of Assessment Appeals, succeeding Council and the officers and employees appointed by the Council. Once the Council has established the compensation of an elected official serving a two (2) year term, said compensation shall neither be increased nor decreased until after the expiration of that term. Increment pay increases shall be instituted as follows: Increment #1 shall begin with the first pay period after the November election; increment #2 shall begin with the first pay period in November of the following year. The Council may adjust the compensation of any official serving a four (4) year term every two (2) years under the same restrictions as herein provided. Town Clerk and the Registrars of Voters incremental pay shall begin with the first pay period of their term and continue under the same restrictions as herein provided. Council shall determine the charges, if any to be made for services by the Town or for the execution of powers vested in the Town as provided in Chapter I of this Charter, for the government of the Town and its business.

	Current\$\$	2013/2014	2014/2015	2015/2016	2016/2017
Mayor	\$82,000.00	\$83,000.00	\$85,000.00		
Treasurer	\$21,000.00	\$21,500.00	\$22,500.00		
*Town Clerk	\$56,250.00	\$56,750.00	\$57,750.00	to be reviewed	
*Tax Collector	\$56,300.00	\$56,800.00	\$57,800.00	to be reviewed	
Council	\$18,000.00	\$18,000.00	\$18,000.00	(\$2000 each member)	
Bd Assess Appeals	\$ 1800.00	\$ 1800.00	\$ 1800.00	divided among three members	
Zoning Bd Of Appeals	\$ 1,000.00	\$ 1,000.00	\$ 1000.00	divided among the 5 members	
Wages *Registrars	\$24,000.00	\$24,000.00	\$24,000.00	(\$12,000 each registrar)	

***Four (4) Year Term**



TOWN OF WOLCOTT

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

December 30, 2014

To: David Valetta, Chairman, Wolcott Town Council

From: Linda R. Bruce, Municipal Finance Officer

Subject: Request for Bid Waiver

Please find enclosed my memo to Mayor Dunn regarding a bid waiver request for Lemelin Environmental Services, Inc.

Based on a Proposal submitted by Lemelin Environmental Services, Inc., the total cost for their system would be \$14,427.00.

The Fuel Master Management System at the Public Works Facility tracks diesel and gasoline usage for general government and Board of Education vehicles including the school buses. The system provides the information to allow the Finance Department to allocate fuel cost to various departments and the Board of Education.

As stated in the attached memo to Mayor Dunn, we have contacted another supplier of Fuel Management Systems but have not received a response to our inquiries. It is imperative we act on installing a system expeditiously. We are currently allocating cost to general government departments and the Board of Education based on usage over a three (3) year average.

Should you have any questions, please contact me.

LRB:ab

cc: Mayor Thomas G. Dunn
Town Council Members

F:ANGELA/BIDS MISC/BID WAIVER FUEL SYSTEM



TOWN OF WOLCOTT

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Wolcott, Connecticut 06716
Tel. (203) 879-8100 • Fax: (203) 879-8105

December 30, 2014

To: Mayor Thomas G. Dunn

From: Linda R. Bruce, Municipal Finance Officer

Re: Fuel Master Fuel Management System for the Town of Wolcott by Lemelin Environmental Services, Inc.— Value: \$14,427.00

In accordance with the Wolcott Town Charter, Section 707, paragraph (c), (i), (ii), and (v), it is my opinion that to proceed with the public bidding procedure for the referenced project would not be in the best interests of the Town of Wolcott.

The justification for selecting Lemelin Environmental Services, Inc. as the source to supply and install the Fuel Master Fuel Management System, Inc. at the Public Works Facility is based on the following:

- Lemelin Environmental Services, Inc. has been the sole provider of the fuel management system since the early 1990's.
- Lemelin Environmental Services, Inc. has an established relationship with the Town of Wolcott and the unit has required minimal system maintenance over the years.
- After recent numerous repairs to the unit, it is now totally out of service.
- Lemelin Environmental Services, Inc. holds the State of Connecticut Contract for the purchase of repair parts and customer/product support for maintenance, service and repair of owned and operated Fuel-Master Units.
- Liberty Auto & Electric in Bridgeport, CT is listed as the only other vendor in our vicinity that supplies Fuel Management Systems. We have contacted Liberty Auto (Tony Bizanka) twice within the last month (11/20 & 12/11) to discuss their system, and we have not received a response to our inquiry.

LRB: ab

cc: Town Council Members

F:ANGELA/BIDS MISC/BID WAIVER FUELSYSTEM

TYNAN & IANNONE

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January 6, 2015

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

RE: Public Bidding Waiver Request for Lemelin Environmental Services, Inc.

Dear Chairman Valletta and Members of the Wolcott Town Council:

I understand that there is a Bid Waiver Request submitted by the Municipal Finance officer on your Agenda for this evening. I have reviewed the Bid Request and would have no objection to the Waiver of this particular bid.

As you can tell over the last few years, there have been very few Bid Waiver Requests. Section 707(c)(v) states that bids may be waived if in the opinion of the Municipal Finance Officer, as in this case, it would not be practical or in the best interest of the Town to proceed in the manner required by the Charter Bidding Procedures.

In this particular case as Mrs. Bruce had indicated Lemelin Environmental Services, Inc. has been the sole provider of the Fuel Management System since the early 1990's and has developed a good relationship with the Town of Wolcott over the course of those many years. Furthermore the only other competitor has been contacted twice without any response. The Town Council can affirmatively determine that the bidding procedures can be waived.

Therefore, I would recommend that the bidding requirements be waived in this particular instance.

Thank you very much for your attention to this matter.

Very truly yours,


Brian Tynan

BT/an