WOLCOTT TOWN COUNCIL

Regular Meeting
Tuesday, February 3, 2015
Council Chambers, Wolcott Town Hall
7:30 p.m.

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, Roger Picard, and Jeffrey Slavin

MEMBERS ABSENT: Charles Marsella and Donald Charette Sr.

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

APPROVAL OF MINUTES:

- **Regular Meeting - January 20, 2015**

Upon **MOTION** by Roger Picard, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the minutes of the Regular Meeting held on January 20, 2015.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

1. **Finance Office Transfers, submitted by Linda Bruce**
2. **Proposed Resolution** (#396) **Regional Performance Incentive (RPI) Program**
3. **Proposed Resolution:** (#397) **State of CT - Department of Transportation Master Municipal Agreement for Rights of Way Projects** (Agreement Attached Separately)
4. **Letter dated January 21st from Taxpayer John Turley regarding Town Of Wolcott fiscal procedures**
5. **Information Submitted from the Elected Officials Salaries Committee**

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6. Letter dated January 29th from Mayor Dunn regarding his recommendations of appointments to the Planning & Zoning Commission and the Civilian Police Review Board

MAYOR'S REPORT:

Mayor Dunn came forward and reported the following:

- They did very well on the bond refinancing; Mrs. Bruce will report the details
- Last week during the blizzard they followed all of their protocols for emergency procedures; the warming centers were ready; luckily there were no power outages and it wasn't as bad as predicted
- The Town Crew has been working hard clearing the roads; they have enough material for about three more storms

A brief question and answer period followed during which Mayor Dunn noted that a parking ban means that there is no parking at all on any roads.

FINANCE OFFICER'S REPORT:

Linda Bruce came forward and reported the following:

- They have notified Mahoney, Sabol & Co. that they have been contracted for the FY 2014-2015 audit; the audit will begin in the middle of August
- The pre-pricing conference call for the bond refunding was held on Monday, January 26th at 3:30 p.m.
- The final pricing conference call was held during the blizzard on Tuesday, January 27th at 12:30 p.m.; there were 9 individuals on that call
- They realized a total budgetary savings of $408,844.45; the original estimated savings was $396,791.00; savings ended up being $12,053.45 more than estimated
- The majority of the savings is realized in fiscal years 2015-2016 and 2016-2017; $153,261.94 and $159,252.50, respectively, for a total of $312,514.44; the balance of $96,330.01 is amortized over fiscal years 2018-2027
- Transfers were submitted for approval

Upon **MOTION** by Jeffrey Slavin, seconded by Rachel Wisler, it was unanimously voted to approve the following transfer: General Gov't – 112; from #8180 Tax Refunds $2,550.00, to #2305 Defined Contribution Pension $2,550.00 to cover the Town's portion of the Defined Contribution Pension Plan **(see attached).**

An inquiry was made with respect to the above motion, at which time Mrs. Bruce noted that the line item was under budgeted. When the plan was originally implemented, they only had one employee, now it is up to twelve.

Upon **MOTION** by Jeffrey Slavin, seconded by Roger Picard, it was unanimously voted to **approve** the following transfer: Public Works – 311; from #7300 Capital Outlay $231.66 to #7160 Town Aid Roads $231.66 **(see attached).**

SUB-COMMITTEE AND LIAISON REPORTS:

Sub-Committee for Elected Officials Salaries: Mr. Slavin reported that the committee met on January 28th and they still have some items under review.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

1. **Resolution: OPM Regional Performance Incentive Program**

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **approve** the following resolution: (#396) OPM Regional Performance Incentive (RPI) Program; Resolution of Endorsement and Authorization for 1. NVCOG Regional GIS Data Development and GIS Website Enhancement 2. Senior Citizen Property Tax Loan Program Feasibility Study 3. State-wide orthophotography and LIDAR data; the Legislative Body authorizes Thomas G. Dunn, Mayor, to act on this endorsement by signing all necessary agreements and take all necessary actions related to this proposal to enter into a binding agreement with the Office of Policy and Management according to terms of the RPI grant program **(full text of resolution attached).**

2. **Resolution: State of CT - Department of Transportation Master Municipal Agreement for Rights of Way Projects**

Mayor Dunn came forward and provided explanation for the above resolution. He noted that they have previously done a Master Agreement with the State for Projects; this one is for Rights of Way. He explained that these agreements are to streamline the process. It will help by eliminating much of the paperwork ahead of time. This issue will come up when there are any rights of way involved in a state project. The State will still have to go through a proper process, which includes public hearings, but this will help with some of the delays. Brief discussion followed.

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **approve** the following resolution: (#397) Resolved that the Honorable Thomas G. Dunn, Mayor, is hereby authorized to sign the agreement entitled "Master Municipal Agreement for Rights of Way Projects" **(see attached).**

3. Set Salaries for Elected Officials

Upon **MOTION** by Jeffrey Slavin, seconded by Joseph Del Buono, it was unanimously voted to **table** 'Set Salaries for Elected Officials' on the agenda.

4. Approval of Appointments to the Planning & Zoning Commission

Upon **MOTION** by Roger Picard, seconded by Rachel Wisler, it was unanimously voted to **accept** the following names that were submitted for reappointment by the Mayor for the Planning & Zoning Commission: Cathe Sherman (R), Chris Edquist (R), and Michael Bokon (U).

5. Approval of Appointments to the Civilian Police Review Board

Upon **MOTION** by Roger Picard, seconded by Francis Masi, it was unanimously voted to **accept** the following names that were submitted for reappointment by the Mayor to the Civilian Police Review Board: Father Ed Hyland (D), Richard Mansfield (D), Philip Allison (R), Marlene Cossette (R) (one vacancy remains).

With respect to the vacancy on the above Board, Mayor Dunn advised that there has been a vacancy for some time and that he has requested names from both parties. Chairman Valletta stated that if anyone is interested in serving on this Board that they should contact the Mayor.

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:

No Executive Session was held.

ADJOURNMENT:

Upon **MOTION** by Roger Picard, seconded by Jeffrey Slavin, it was unanimously voted to adjourn the meeting at 7:53 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

January 29, 2015

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 transfers 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

Linda R. Bruce,
Municipal Finance Officer

LRB/sh
Enclosures

MAYOR'S ACTION:
DATE: January 29, 2015

APPROVED BY: .....
Thomas G. Dunn, Mayor
Town of Wolcott

COUNCIL'S ACTION:
DATE: February 3, 2015

APPROVED BY: .....
Chairman, Wolcott Town Council

SCHEDULE A
TRANSFERS WITHIN / BETWEEN DEPARTMENTS FUND 01
2014-2015 FISCAL YEAR - FOR REVIEW ON FEBRUARY 3, 2015

DEPARTMENT		ACCOUNT	DESCRIPTION	DEBIT	CREDIT
GENERAL GOVERNMENT - 112					
	TO:	01-1-112-2-2305	DEFINED CONTRIBUTION PENSION	2,550.00	
	FROM:	01-1-112-8-8180	TAX REFUNDS		2,550.00
Reason: To cover Town portion of Defined Contribution Pension Plan.					
PUBLIC WORKS - 311					
	TO:	01-3-311-7-7160	TOWN AID ROADS	231.66	
	FROM:	01-3-311-7-7300	CAPITAL OUTLAY		231.66
Reason: To increase expenditure to agree to revenue received.					
			TOTAL TRANSFERS - FUND 01	**2,781.66**	**2,781.66**

TOWN of WOLCOTT
REQUEST FOR TRANSFER

DATE: 1/28/15

REQUESTOR: Linda R. Bruce **DEPT.#** 112

The following budget transfer(s) is requested:

	ACCOUNT NUMBER	DESCRIPTION	AMOUNT
TO	01-1-112-2-2305	Defined Contribution Pension Plan	2,550.00
FROM	01-1-112-8-8180	Tax Refunds	2,550.00

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:

Additional emplyees joining the Defined Contribution Pension Plan.

Transfer is needed for:

To cover Town portion of Defined Contribution Pension Plan for department employees.

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

No effect.

FINANCE OFFICE USE

APPROVAL L. Bruce ..... DATE:..... 1/28/2015

REPRODUCE THIS FORM AS NECESSARY

TOWN of WOLCOTT
REQUEST FOR TRANSFER

DATE: 01/28/2015

REQUESTOR: Linda R. Bruce **DEPT.#** 311

The following budget transfer(s) is requested:

	ACCOUNT NUMBER	DESCRIPTION	AMOUNT
TO	01-3-311-7-7160	Town Aid Roads	231.66
FROM	01-3-311-7-7300	Capital Outlay	231.66

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 increase expenditure account to agree to revenue received.

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

Available State surplus equipment not suitable for Wolcott's requirements.

APPROVAL L. Bruce

FINANCE OFFICE USE

DATE:..... 1/28/2015

REPRODUCE THIS FORM AS NECESSARY

THOMAS G. DUNN
MAYOR

OFFICE OF THE MAYOR
TOWN OF WOLCOTT

January 29, 2015

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

Re: Commission Appointments

Dear Chairman Valletta and Town Council Members:

I am requesting reappointment of the following individuals for Planning & Zoning, and Civilian Police Review Board.

Planning & Zoning Commission-2 year term
Cathe Sherman-R
Chris Edquist-R
Michael Bokon-U

Civilian Police Review Board – 2 year term
Father Ed Hyland-D
Richard S. Mansfield-D
Philip L. Allison Sr.-R
Marlene Cossette –R
VACANCY

Sincerely,

Thomas G. Dunn
Mayor, Town of Wolcott

TGD/ad

10 KENEA AVENUE • WOLCOTT, CONNECTICUT 06716 • PHONE: (203) 879-8100 • FAX: (203) 879-1542
An Equal Opportunity Employer

STATE OF CONNECTICUT
DEPARTMENT OF TRANSPORTATION

2800 BERLIN TURNPIKE, P.O. BOX 317546
NEWINGTON, CONNECTICUT 06131-7546
Phone:

(860) 594-2462

January 23, 2015

The Honorable Thomas G. Dunn
Mayor
Town of Wolcott
10 Kenea Avenue
Wolcott, CT 06716

Dear Mayor Dunn:

Subject: Master Municipal Agreement for Rights of Way Projects

The Connecticut Department of Transportation (Department) is pleased to introduce a new way of doing business with the municipalities of Connecticut. The enclosed Master Municipal Agreement for Rights of Way Projects (MMA ROW) is the second in a series of agreements that will fundamentally improve how the Department conducts business with its municipal partners by dramatically streamlining the agreement process.

It is anticipated that once an MMA ROW is executed with your municipality, project specific information and monetary terms will be set forth in a Project Authorization Letter (PAL) issued by the Department to the municipality for individual rights of way projects. PALs are expected to take only days to execute, as opposed to the numerous months currently required executing individual project agreements.

This ten-year term MMA ROW covers either the Department or the Municipality taking on the responsibility for the administration of the rights of way phase of a particular municipal project. The MMA ROW includes standard terms, conditions and contracting "boiler plate" language that should govern all municipal rights of way projects involving the Department which are undertaken throughout the ten-year term.

Although the Department may not have a rights of way project in your municipality at this time, execution of this agreement will streamline future project specific business with the Department.

It is my great hope that you will sign the enclosed agreement and join the Department in this new and innovative way of doing business that will improve delivery of Department services to its customers.

Please process the MMA ROW in accordance with the enclosed instructions and return the agreements, along with your authority to sign, to me at the letterhead address. If you have any questions, please contact Mr. Robert W. Ike at (860) 594-2444.

Very truly yours,

Terrence J. Obey
Director of Rights of Way
Bureau of Engineering and Construction

Enclosures

#396

Regional Performance Incentive (RPI) Program

Resolution of Endorsement and Authorization

(To be completed by the City or Town Clerk)

The Legislative Body* of the Town of Wolcott convened on February 3, 2015 and adopted a resolution by the vote of 7 to 0 which endorsed the **Regional Performance Incentive Program** proposal(s) listed below, referenced in Connecticut General Statutes Section 4-124s, (2014 Supplement). *(Please list all proposals below.)*

1.) NVCOG Regional GIS Data Development and GIS Website Enhancement
2.) Senior Citizen Property Tax Loan Program Feasibility Study
3.) State-wide orthophotography and LIDAR data (proposal to be submitted by CRCOG)

In addition, the Legislative Body* has authorized Thomas G. Dunn, Mayor, to act on this endorsement by signing all necessary agreements and take all necessary actions related to this proposal to enter into a binding agreement with the Office of Policy and Management according to terms of the RPI grant program.

Attested to by:

Name: Dorothy C Slater

Title: Wolcott Town Clerk
(City/Town Clerk)

Date: 2-4-2015

*NOTE: For the purposes of the **Regional Performance Incentive (RPI) Program**, "legislative body" means the board of selectmen, town council, city council, board of alderman, board of directors, board of representatives or board of the mayor and burgesses of a municipality.

#397

RESOLUTION

RESOLVED, that the Honorable Thomas G. Dunn, Mayor, is hereby authorized to sign the Agreement entitled "Master Municipal Agreement for Rights of Way Projects".

ADOPTED BY THE WOLCOTT TOWN COUNCIL OF

THE TOWN OF WOLCOTT, CONNECTICUT, THIS 3rd DAY OF FEBRUARY 2015.

Dolores C Slater
Clerk

(seal)

2-4-2015
Date