

# WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, January 5, 2016

Council Chambers, Wolcott Town Hall

7:00 p.m.

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## MINUTES

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**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 7:00 p.m. with the Pledge of Allegiance, and attendance was taken.

**MEMBERS PRESENT:** Chairman David Valletta, Vice-Chairman Gale Lanza Mastrofrancesco, Donald Charette Sr., Francis Masi, Joseph Membrino, Roger Picard, George Phelan, Jeffrey Slavin and Rachel Wisler

**MEMBERS ABSENT:** None

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

### APPROVAL OF MINUTES:

- **Regular Meeting – December 15, 2015**

Upon **MOTION** by Roger Picard, seconded by Jeffery Slavin, it was unanimously voted to **approve** the minutes of the Regular Meeting held on December 15, 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 (#404) Resolution: State of Connecticut Department of Emergency Services and Public Protection (letter regarding grant application attached)**
3. **Letter dated December 15, 2015 from the Democratic Town Committee Regarding Minority Leader and Permanent Pension Committee Appointments**
4. **Letter dated December 28, 2015 from Mayor Dunn Regarding the Democratic Permanent Pension Committee Appointment**
5. **Letter dated October 25, 2015 from Mary Baker expressing interest in serving on the Library Board of Directors**

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6. Letter dated December 30, 2015 from the Republican Town Committee Regarding Various Appointments
7. Letter dated January 6<sup>th</sup> from Mayor Dunn Regarding the Republican Permanent Pension Committee Appointment

### MAYOR'S REPORT:

Mayor Dunn came forward and reported the following:

- Most Budget requests have been submitted
- Cold weather is finally here and first storm; warming centers are ready if needed
- The pavilion at Woodtick Recreation Area has been completed

Mr. Masi requested that residents shovel around fire hydrants when it snows. Mr. Slavin stated that he would like to commend the Wolcott Police Dept. for sending out notification on suspicious activity taking place. There were individuals pulling into driveways, looking in windows, and knocking on doors saying they were looking for somebody. A resident called about an incident and the individuals were apprehended by the police. Brief discussion followed.

### FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and reported the following:

- The Federal Audit Clearinghouse's website is now up and running; filing dates for financial statements have been extended to February 1<sup>st</sup>; they will be filing their statements for FY ended June 30, 2015 prior to the deadline
- There has been no change in the draft audit report to the final; bound copies of the final audited financial statements will be distributed to the Town Council at the January 19<sup>th</sup> meeting
- The majority of the departmental budget requests for FY 2016-2017 have been received and are currently under review; budget meetings with Department Supervisors and Commission Chairs will be scheduled during the month of February
- A Transfer for Fund 31 was submitted for approval

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfer: Fund 31: from #5407 \$2,000.00, also from #1310 \$750.00, to #4210 \$2,000.00, and also to #1140 \$750.00 (**see attached**).

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An inquiry was made with respect to the above transfer, at which time Mrs. Bruce stated that the department name of Acquired Facilities attached to the Fund number was an error; it should have said Farmingbury Hills. She added that the line items listed are correct.

### SUB-COMMITTEE/LIAISON REPORTS:

There were no reports.

### UNFINISHED BUSINESS:

There was no unfinished business.

### NEW BUSINESS:

#### **1. Resolution: State of Connecticut Department of Emergency Services and Public Protection**

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **adopt the following resolution: (#404):** State of Connecticut Department of Emergency Services and Public Protection **RESOLVED**, that the **Wolcott Town Council** may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and **FURTHER RESOLVED**, that **Thomas G. Dunn, as Mayor of the Town of Wolcott** is authorized and directed to execute and deliver any and all documents on behalf of the **Wolcott Town Council** and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents (**see attached**).

An inquiry was made with regard to whether the grant forms have been completed, at which time Mayor Dunn stated that the grant application has not yet been submitted; they need the resolution filed with the Town Clerk before they can send it in.

#### **2. Appointment of Moderator and Deputy Moderator**

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **appoint** James Paolino as Moderator and Joan Kane as Deputy Moderator for Town Meetings.

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### 3. Establishment of Rules for Town Meetings

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

### 4. Appointment of Town Council Majority & Minority Leaders

(as recommended by Town Committees)

Upon **MOTION** by Gale Mastrofrancesco, seconded by Francis Masi, it was unanimously voted to **appoint** Rachel Wisler as Majority Leader and Joseph Membrino as Minority Leader of the Wolcott Town Council (as recommended by Town Committees) {see attached}.

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

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

### 6. Appointment of Town Council Members to Serve on the Permanent Pension Committee (appointed by Majority & Minority Leaders)

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

Upon **MOTION** by Joseph Membrino, seconded by George Phelan, it was unanimously voted to **appoint** Joseph Membrino to the Permanent Pension Committee (as named by Minority Leader Joseph Membrino).

### 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.

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### **EXECUTIVE SESSION:**

No Executive Session was held.

### **ADJOURNMENT:**

Upon **MOTION**, by Roger Picard, seconded by Rachel Wisler, it was unanimously voted to **adjourn** the meeting at 7:14 p.m.

### **APPROVED:**

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Elizabeth Gaudiosi, Secretary  
**WOLCOTT TOWN COUNCIL**

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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 29, 2015

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

**RE: TRANSFERS WITHIN/BETWEEN DEPARTMENTS – FISCAL YEAR 2015/2016**

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 2015/2016 contained in Schedule A (Fund 31) 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  
Enclosure

MAYOR'S ACTION: ...

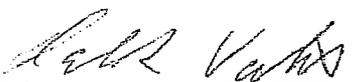
DATE: December 29, 2015

APPROVED BY: 

Thomas G. Dunn, Mayor  
Town of Wolcott

COUNCIL'S ACTION:

DATE: January 5, 2016

APPROVED BY: 

Chairman, Wolcott Town Council

**SCHEDULE A**  
**TRANSFERS WITHIN / BETWEEN DEPARTMENTS FUND 31**  
**2015-2016 FISCAL YEAR - FOR REVIEW ON JANUARY 5 2016**

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
<i>Farmingbury</i> <del>ACQUIRED FACILITIES</del> - FUND 31				
TO:	31-5-801-4-4210	Outside Contractors	2,000.00	
	31-5-801-1-1140	Wages-Seasonal Help	750.00	
FROM:	31-5-801-5-5407	Fertilizer/Chemicals		2,000.00
	31-5-801-1-1310	Rangers		750.00
<b>TOTAL TRANSFERS - FUND 31</b>			<b>2,750.00</b>	<b>2,750.00</b>

Reason: Additional expenses needed for repairs and to fund payroll.

# TOWN of WOLCOTT

## REQUEST FOR TRANSFER

DATE: 12/29/15

REQUESTOR: Paul Garland

DEPT.# 801

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	<u>31-5-801-4-4210</u>	<u>Outside Contractors</u>	<u>2,000.00</u>
	<u>31-5-801-1-1140</u>	<u>Wages-Seasonal Help</u>	<u>750.00</u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
FROM	<u>31-5-801-5-5407</u>	<u>Fertilizer/Chemicals</u>	<u>2,000.00</u>
	<u>31-5-801-1-1310</u>	<u>Rangers</u>	<u>750.00</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:

Line was underestimated

Transfer is needed for:

To cover costs for balance of Fiscal Year

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

No effect.

APPROVAL L. Bruce.....

FINANCE OFFICE USE

DATE:..... 12/29/2015

# Wolcott Democratic Town Committee

Antony A. Casagrande  
Chairman

December 15, 2015

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

**VIA HAND DELIVERY**

Dear Mr. Valetta:

Please be advised that, on behalf of the Wolcott Democratic Town Committee, I am hereby submitting the name of Town Councilman Joseph Membrino for the position of Minority Leader.

Further, I am hereby recommending John Murphy, of 4 Hess Drive, Wolcott, for appointment to the Permanent Pension Committee.

Both of these individuals possess the requisite integrity and values desirable for public service. I am confident that they will perform their duties in the best interests of the taxpayers and residents of the Town of Wolcott.

Very truly yours,



Antony A. Casagrande  
Chairman

AAC/

THOMAS G. DUNN  
MAYOR



OFFICE OF THE MAYOR  
TOWN OF WOLCOTT

December 28, 2015

Wolcott Town Council  
Attention: David Valletta  
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: John Murphy

Sincerely,

A handwritten signature in black ink, appearing to read 'T. G. Dunn', is written over a horizontal line.

Thomas G. Dunn  
Mayor, Town of Wolcott

TD/ad

**WOLCOTT REPUBLICAN TOWN COMMITTEE**

P.O. Box 6048  
Wolcott, CT 06716

December 30, 2015

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

Dear Chairman Valletta,

The Wolcott Republican Town Committee met on December 30, 2015 and voted to recommend the following Republican's to serve in their respective offices for the 2016 – 2018 municipal terms.

Town Council Majority Leader  
Town Moderator  
Deputy Town Moderator  
Pension Commission

Rachel Wisler  
James Paolino  
Joan Kane  
John Sharek

Sincerely,

Sean M. Hughes  
Chairman, Wolcott Republican Town Committee

cc: Gale Lanza Mastrofrancesco, Vice Chairman  
Town Council Members  
Mayor Thomas Dunn  
Anthony Marino, Treasurer  
Linda Bruce, Municipal Finance Officer  
Dolores C. Slater, Town Clerk

THOMAS G. DUNN  
MAYOR



OFFICE OF THE MAYOR  
TOWN OF WOLCOTT

January 6, 2016

Wolcott Town Council  
Attention: David Valletta  
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

Sincerely,

A handwritten signature in black ink, appearing to read 'Tom Dunn', is written over a long, thin horizontal line.

Thomas G. Dunn  
Mayor, Town of Wolcott

TD/ad

# 404

**AUTHORIZING RESOLUTION OF THE  
WOLCOTT TOWN COUNCIL**

CERTIFICATION:

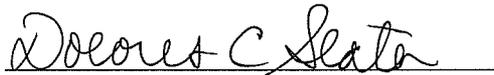
I, **Dolores C. Slater, Town Clerk, of the Town of Wolcott** do hereby certify that the following is a true and correct copy of a resolution adopted by the **Wolcott Town Council** at its duly called and held meeting on **January 5, 2016** at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the **Wolcott Town Council** may enter into with and deliver to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that **Thomas G. Dunn, as Mayor of the Town of Wolcott** is authorized and directed to execute and deliver any and all documents on behalf of the **Wolcott Town Council** and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

The undersigned further certifies that **Thomas G. Dunn** now holds the office of Mayor and that he has held that office since November 10, 2003.

IN WITNESS WHEREOF: The undersigned has executed this certificate this 6<sup>th</sup> day of January, 2016.



Dolores C. Slater, Town Clerk

The Chief Executive Officer has not changed since the previous resolution was authorized on March 18, 2014.

Insert  
Tactile  
Town  
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MICHIGAN LIBRARY  
ANN ARBOR, MICHIGAN  
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