

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, February 16, 2016

Council Chambers, Wolcott Town Hall

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

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

MEMBERS ABSENT: None

ALSO PRESENT: Mayor Thomas G. Dunn; Linda R. Bruce, Municipal Finance Officer; Attorney Michael Tansley, Cicchetti, Tansley & McGrath LLP; Police Chief Edward Stephens; et al.

APPROVAL OF MINUTES:

▪ **Regular Meeting – February 2, 2016**

Upon **MOTION** by Jeffrey Slavin, seconded by Roger Picard, it was unanimously voted to **approve** the minutes of the Regular Meeting held on February 2, 2016, with the following amendment: change the name 'Yasmine Wang' to 'Yasmine Wong' in both places on Page 1. Mr. Charette abstained.

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 (#405): Regional Performance Incentive (RPI) Program**
(additional information attached)
3. **Proposed Town of Wolcott Debt Management Policy**
4. **Board of Education Year to Date Budget Report dated 1-29-16** (separately attached)
5. **Town of Wolcott Expenditure Report, Revenue Report, & Trial Balance, for month ending 01-31-16** (sent under separate cover by Susan Hale)

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6. Email dated February 16th from Robert Nagashima inviting Council Members to attend assembly at Wakelee School to receive Nation Blue Ribbon Award

MAYOR'S REPORT:

Mayor Dunn came forward and referenced the taxpayer's comments at the last meeting regarding the Walking Trail, at which time he stated that he needs to respond.

- Everything has been done per the Charter; everything went out to bid, and the bids were reviewed very carefully by the Finance Office and the Sub-Committee
- He held up a photo showing the results of the work; the trail came out beautiful and mats were placed down
- Corruption has been alleged by the taxpayer; that is totally out of line and false
- Everything was watched by his office, the Finance Office, and the Sub-Committee
- They were able to get so much work done early due to the weather and residents that cooperated
- DEEP, Army Corps of Engineers, and OSHA have all been to the walking trail and all agreed that there are no issues
- There was disruption in the area described by the taxpayer prior to them even going in there; trees and brush were cut down; the area has actually been enhanced
- There have been allegations of corruption and personal attacks about family members; therefore, he needed to respond

Mayor Dunn next reported the following:

- Governor's Budget Address: he spoke about working with both sides and holding Towns harmless; he has been working with CCM to make sure the Town can hold on to what it has
- He will be submitting the budget to the Town Council on April 1st
- The phone operator position has been eliminated; they are going automated; nobody lost their job; they filled the Floater position

Mr. Masi requested if the extensions of all employees can be published in the Wolcott Community News, at which time Mayor Dunn stated that he can do that. Vice-Chairman Mastrofrancesco inquired if there were additional costs in going automated, at which time Mayor Dunn stated that there is not, however, the phone system needs to be upgraded and they will be probably be submitting something during the budget process. There are no available parts if something happened with the current system.

FINANCE OFFICER'S REPORT/TRANSFERS:

Linda Bruce came forward and advised that she does not have a report this evening. She submitted the following transfers for approval.

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Upon **MOTION** by Roger Picard, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfers in Fund 01: Other General Government - 112, from line item #4400 \$527.73 to line item #8530 \$527.73, to pay for Wolcott's share of the probate costs for fiscal year ended June 30, 2015; Tax Collector- 153 from #3995 \$2,000.00, to #3600 \$1,500.00, also to #3990 \$200.00, and also to #5100 \$300.00, to pay for website update and additional motor vehicle billing meetings due to DMV problems (**see attached**).

Upon **MOTION** by George Phelan, seconded by Jeffrey Slavin, it was unanimously voted to **approve** the following transfer in Fund 35: Sewer Usage – Fund 35, from #4450 \$3,000.00 to #4400 \$3,000.00, to pay for fleet maintenance costs through the fiscal year end (**see attached**).

SUB-COMMITTEE/LIAISON REPORTS:

Building Committee for Road Reconstruction: Mrs. Wisler reported that so far 40.08 miles have been paved in town, with a remaining balance of \$1,567,602. Additional roads will be done in the spring. They will be looking into the new 'hot-in-place' paving which is more of a sand base which will eliminate the little rocks coming through. With respect to the project on Toad Road, Mrs. Wisler advised that the survey that is still being done is a prerequisite for them to receive 100% of the funds. The property lines have to be identified; the survey has not been completed yet.

Mr. Membrino inquired if there was a report regarding the BOE Settlement.

Sub-Committee for Board of Education Settlement: Mrs. Wisler reported that they had a meeting a few weeks ago and they have asked Attorney Tynan to make contact with Timothy Johnson. She understands that he did return the phone call when Attorney Tynan was in attendance at the meeting. They asked Attorney Tynan to find out if Timothy Johnson had a contract with the Triflection Group for accounts payable and accounts receivable. She will report back once they get an answer.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

1. Resolution: Regional Performance Incentive (RPI) Program

Upon **MOTION** by Gale Mastrofrancesco, seconded by Jeffrey Slavin, it was unanimously voted to **adopt** the following resolution (#405): The Legislative Body of the Town of endorses the following Regional Performance Incentive Program referenced in Connecticut General Statutes Section 4-124s: 1) Implement Regional Municipal Property Revaluation & CAMA Procurement Program, Standardize & Centralize Parcel Data Management and Hosting.

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2. Discussion & Possible Action on Proposed Town of Wolcott Debt Management Policy

A **MOTION** was offered by Gale Mastrofrancesco, seconded by Joseph Membrino, to **approve** the proposed Town of Wolcott Debt Management Policy (**see attached**).

Mrs. Wisler advised that this policy is a follow up to the General Fund Balance Policy that was passed. Its purpose is to establish the criteria for the issuance of debt obligations, provides consistency and continuity to public policy development through the Town's Capital Improvement Program, and it transmits a message to the investors and rating agencies who value such evidence of a community's commitment to financial management. Mrs. Wisler added that it is a pretty generic policy and noted that the Town currently practices these policies, but they just weren't in writing. The financial institutions want written policies so that they know the Town is committed to fulfilling its obligations and holding the line where it has to be held.

Chairman Valletta called for a vote on the above motion which *carried* unanimously by voice vote.

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:

Upon **MOTION** by Rachel Wisler, seconded by Gale Mastrofrancesco, it was unanimously voted to **enter** into Executive Session at 7:24 p.m. for the purpose of discussing pending claims and litigations matters inviting Mayor Dunn, Attorney Michael Tansley, Linda Bruce, MFO, and Police Chief Edward Stephens.

Chairman Valletta called the regular session back to order at 8:25 p.m.

MOTION TO APPROVE SETTLEMENT (Town of Wolcott v. Cheryl McMurray, et al.) (Egyptian Cat Rescue of America, Inc. v. Wolcott, et al.):

Upon **MOTION** by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **authorize** the Mayor to settle the pending lawsuits involving the seizure of 59 cats substantially along the lines set forth in the General Summary of Settlement Agreement

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provided to the Town Council, and to execute a Settlement Agreement embodying such terms and conditions as are appropriate to effectuate such a resolution.

MOTION TO APPROVE SETTLEMENT (David Marinelli Heart Hypertension Claim):

Upon **MOTION**, by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **authorize** the Mayor and/or legal counsel to settle, on behalf of the Town of Wolcott, the pending Heart Hypertension claim brought by David Marinelli against the Town for payment of the sum of \$110,000.00 in such installments as to be agreed by the parties, and under such other terms and conditions as determined by the Mayor and/or legal counsel to be advisable.

MOTION TO APPROVE SETTLEMENT (Frank Thielman Heart Hypertension Claim):

Upon **MOTION**, by Gale Mastrofrancesco, seconded by Rachel Wisler, it was unanimously voted to **authorize** the Mayor and/or legal counsel to settle, on behalf of the Town of Wolcott, the pending Heart Hypertension claim brought by Frank Thielman against the Town for payment of the sum of \$109,000.00 in such installments as to be agreed by the parties, and under such other terms and conditions as determined by the Mayor and/or legal counsel to be advisable.

ADJOURNMENT:

Upon **MOTION**, by Jeffrey Slavin, seconded by Joseph Membrino, it was unanimously voted to **adjourn** the meeting at 8:29 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

February 11, 2016

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 transfers for Fiscal Year 2015/2016 contained in Schedules A (Fund 01 and Fund 35) 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
Enclosures

MAYOR'S ACTION: ...

DATE: February 11, 2016

APPROVED BY: _____

Thomas G. Dunn, Mayor
Town of Wolcott

COUNCIL'S ACTION:

DATE: February 16, 2016

APPROVED BY: _____

Chairman, Wolcott Town Council

**SCHEDULE A
 TRANSFERS WITHIN / BETWEEN DEPARTMENTS FUND 01
 2015-2016 FISCAL YEAR - FOR REVIEW ON FEBRUARY 16, 2016**

<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	527.73	
FROM:	01-1-112-4-4400	MAINT.-EQUIPMENT		527.73
Reason: To pay for Wolcott's share of the probate costs for fiscal year ended June 30, 2015.				
TAX COLLECTOR - 153				
TO:	01-1-153-3-3600	DATA PROCESSING SERVICES	1,500.00	
	01-1-153-3-3990	CONFERENCES & MEETINGS	200.00	
	01-1-153-5-5100	OFFICE SUPPLIES	300.00	
FROM:	01-1-153-3-3995	AGENCY COLLECTION FEES		2,000.00
Reason: To pay for web site update and additional motor vehicle billing meetings due to the DMV problems.				
TOTAL TRANSFERS - FUND 01			2,527.73	2,527.73

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 2/1/16

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>527.73</u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
	<u> </u>	<u> </u>	<u> </u>
FROM	<u>01-1-112-4-4400</u>	<u>Maint.-Equipment</u>	<u>527.73</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 the City of Waterbury for Wolcott's share of the total probate costs for fiscal year ended June 30, 2015.

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

No effect.

APPROVAL L. Bruce (S.H.)

FINANCE OFFICE USE

DATE:..... 2/1/2016

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 02/02/2016

REQUESTOR: Tax Office

DEPT.# 153

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	<u>01-1-153-3-3600</u>	<u>Data Processing Services</u>	<u>1,500.00</u>
	<u>01-1-153-3-3990</u>	<u>Conferences & Meetings</u>	<u>200.00</u>
	<u>01-1-153-5-5100</u>	<u>Office Supplies</u>	<u>300.00</u>
	<u> </u>	<u> </u>	<u> </u>
FROM	<u>01-1-153-3-3995</u>	<u>Agency Collection Fees</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:

Due to the recent DMV problems, we had to update our web site again and attend some meetings that are very important regarding motor vehicle billings.

Transfer is needed for:

DMV web site and meetings.

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

There is no effect on this account.

APPROVAL L. Bruce.....

FINANCE OFFICE USE

DATE: 2/2/2016

**SCHEDULE A
 TRANSFERS WITHIN / BETWEEN DEPARTMENTS FUND 35
 2015-2016 FISCAL YEAR - FOR REVIEW ON FEBRUARY 16, 2016**

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
SEWER USAGE - FUND 35				
TO:	35-3-321-4-4400	MAINT.-EQUIPMENT	3,000.00	
FROM:	35-3-321-4-4450	MAINTENANCE-SEWER		3,000.00

Reason: To pay for fleet maintenance costs through the fiscal year end.

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 02/02/2016

REQUESTOR: Philip Olmstead

DEPT.# 321

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
TO	35-3-321-4-4400	Maint.-Equipment	3,000.00
FROM	35-3-321-4-4450	Maintenance - Sewer	3,000.00

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:
Unexpected failure of fuel injection power module in 82WO.

Transfer is needed for:
Cover fleet maintenance costs through to fiscal year end.

The effect on the "from" account(s):
Based on expenditures to date, the remaining funds in Maintenance - Sewer should be sufficient to cover maintenance costs on the system through to fiscal year end.

APPROVAL L. Bruce FINANCE OFFICE USE DATE: 2/2/2016

TOWN OF WOLCOTT, CONNECTICUT
Town Council/Finance Committee

Debt Management Policy

A. Purpose:

1. To establish a criteria for the issuance of debt obligations so as not to exceed acceptable levels of indebtedness.
2. To provide consistency and continuity to public policy development through the Town's Capital Improvement Program, a mechanism that provides evidence of a commitment to meet infrastructure needs through a planned program of future financing, and
3. To transmit a message to investors and rating agencies who value such evidence of a community's commitment to financial management.

B. Guiding Principals/General Policies:

1. The Town Charter (Section 306(h) and applicable sections of the Connecticut General Statutes governs the Town's issuance of debt as it pertains to referendum requirements and state mandated debt limitations.
2. The Town will conduct its debt management functions in a manner designed to maintain or enhance its existing credit ratings.
3. Debt issuance will be utilized by the Town only in those cases where equity, effectiveness and efficient use of limited resources favor debt over alternative sources of funds. The Town shall view debt as a mechanism to equalize the cost of improvements to present and future residents. The issuance of debt should provide a sufficient amount of money to make major improvements when it is needed and should take into account the relative costs of obtaining the funds. Decision criteria considered shall include the following:
 - (a) Debt shall be primarily used to finance projects with relatively long life expectancy (five years or greater). Capital requirements that are recurring, lease financing, of relative small scale, or are for short-lived improvements should be funded through current funds or grants.
 - (b) Debt shall be issued in such a way so that the term of the financing does not exceed the useful life of the asset.

C. Capital Improvement Program:

1. A Capital Improvement Program (CIP) shall be prepared by the Chief Administrative Officer and the Superintendent of Schools. The plans are to be reviewed by the Town Council and the Board of Education, and adopted by the Town Council and the Board of Education as part of the annual operating budget.
2. The CIP shall consist of a multi-year schedule of long-term capital projects, accompanied by a financing plan which finances all projects in the program, and is supported by the appropriate sources of revenue. The financing plan shall be in accordance with the debt management policies contained herein.
3. It is the intent of these policies that authorized projects must be part of an adopted CIP.

D. Capital Funding:

1. Once the Unassigned Fund Balance reaches its goal of 10% of budget, a Reserve Fund for Capital & Non-Recurring Expenditures may be funded with excess funds in accordance with the Town Charter Sec. 704K.
2. Upon approval of the budget and subsequent adjustments by the Town Council, funding for all approved capital projects will be transferred to the Capital Improvement Fund and administered on a project accounting basis. The CIF may be funded annually to ensure that adequate funds are available for improvements under the responsibility of the Town Council.
3. This program is designed to stabilize budgeting for such purposes and to fund that part of the Town's capital budget related to these purchases.

E. Management:

1. It shall be the responsibility of the Chief Administrative Officer or his/her designee to maintain all necessary files associated with the issuance of Town debt.
2. The Chief Administrative Officer shall submit for Town Council and Finance Committee consideration a fiscal impact statement prior to any Council or Town Meeting action to authorizing a project involving the Issuance of debt. The fiscal impact statement shall contain tables, charts and graphs which address the following:
 - (a) an estimate of debt service levy to be required at the time of long term debt issuance.
 - (b) a calculation showing the impact of this additional levy to the

- existing debt service levy at that time.
- (c) a schedule showing the impact of such issuance on the mil rate over the period of time of the issuance.

F. Debt Issuance Ratios/Limits and Repayment Schedules:

1. The Town shall use the following limits to guide issuance of debt:
 - (a) Total direct indebtedness shall not exceed seven percent (7%) as a percentage of full valuation of the most recent completed grand list.
 - (b) Total net debt service shall not exceed ten percent (10%) of the total General Fund expenditures.
2. Repayment schedules shall be designated to relate to the useful life of the asset and generally be in accordance with the following guidelines:
 - (a) Twenty (20) years for benefit district debt and debt supported by special revenues.
 - (b) Ten (10) to twenty (20) years for capital improvement of town wide significance and where justified by the magnitude of the project.
 - (c) On an overall basis, all general obligation debt shall be structured to retire at least sixty percent (60%) of the Town's indebtedness within ten (10) years.

G. Operating Reserves:

1. The maintenance of adequate operating reserves is essential to the financial strength and flexibility of the Town as a whole. They are an integral part of the financial structure of the Town and help make it possible for the Town to issue debt. Operating reserves are a significant factor considered in evaluating and assigning credit ratings by the bond rating agencies.
2. The Town may maintain the following reserves:
 - (a) An annual contingency reserve in the general fund operating budget which is not more than two (2) percent of annual general fund expenditures.
 - (b) An unreserved/undesignated Fund Balance reserve maintained in an amount equal to at least seven (7%) percent of annual general fund expenditures.

H. Alternative Financing Plan:

The Chief Administrative Officer may suggest to the Town Council and the Finance Committee an alternative financing plan for proposed capital projects if a completed analysis indicated that an alternative approach is deemed in the best interest of the Town of Wolcott.

J. Review of Policies:

This policy shall be reviewed annually by the Finance Sub-Committee of the Wolcott Town Council.

#405

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 16, 2016 and adopted a resolution by the vote of 9 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.) Implement Regional Municipal Property Revaluation & CAMA Procurement Program, Standardize & Centralize Parcel Data Management and Hosting

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: Dolores C Slater

Title: Wolcott Town Clerk
(Town Clerk)

Date: 2-17-2016

*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.