

WOLCOTT TOWN COUNCIL

Regular Meeting

Tuesday, June 16, 2020

REMOTE ZOOM WEBINAR

Webinar Link:

<https://us02web.zoom.us/j/81653170247?pwd=a0lKekxXciRFcFVLR0ZJaXhINUwxdz09>

7:00 p.m.

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MINUTES

RECEIVED

3:00 p.m.
6-22-20
Karen Mowad

TOWN CLERK
WOLCOTT, CONN.

DRAFT

Note: These are summary minutes.

Chairman David Valletta called the meeting to order at 7:00 p.m. with the Pledge of Allegiance. Attendance was taken; a quorum was present.

MEMBERS PRESENT: Chairman David Valletta, Vice-Chairman Roger Picard, Rachel Wisler, Domenic Angiolillo, Joseph Membrino, Donald Charette, Debbie Golden, and Jason Stark

MEMBERS ABSENT: Francis Masi

ALSO PRESENT: Mayor Thomas G. Dunn, Susan Hale, Municipal Finance Officer; Town Attorney Brian Tynan; Ambulance Chief Bill Barratt

APPROVAL OF MINUTES:

- **Regular Meeting – June 2, 2020**

Upon **MOTION** by Donald Charette, seconded by Roger Picard, it was unanimously voted to approve the minutes of the June 2, 2020 Regular Meeting with typographical corrections to Page 3 and Page 8 (Page 3 - 'Sub-Committee & Liaison Reports' **STRIKE** the word 'of' between the words 'that' & 'the' / Page 8 – Paragraph 3 – **INSERT** 'was offered' between the words 'MOTION' & 'by'.

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

No taxpayers came forward.

CORRESPONDENCE (on file):

1. Finance Office Transfers, submitted by Susan Hale
2. Letter dated May 4th from Ambulance Chief Bill Barratt regarding transfer request
3. Letter dated June 2nd regarding upcoming term expirations on the Board of Ethics (previously emailed on June 2nd)

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4. **Proposed Video Service Contract for 2020-2021 with Michael Bruce Video (FY 2019-2020 attached)**
5. **Proposed Town Council Policy Establishing a Board of Education Non-Lapsing Reserve Fund for Capital Expenditures**
6. **Memo dated June 3rd advising that the Mill Rate for FY 2020-2021 has been set at 33.14 mills (previously emailed on June 2nd)**
7. **Email dated June 10th from Judy Ball regarding the recent ZEO appointment**
8. **Board of Education Year to Date Budget Report dated 05-29-20 (separately attached)**
9. **Town of Wolcott Expenditure Report, Revenue Report, & Trial Balance, for month ending 05-31-20 (sent under separate cover by Steven Slater)**
10. **Letter dated June 5th from Melissa Hughes, Chairman of the Republican Town Committee, submitting a candidate for the Board of Ethics Upcoming Republican Vacancy**
11. **Email dated June 12th from Robert Ficeto, Chairman of the Democrat Town Committee, submitting a candidate for the Board of Ethics Upcoming Democratic Vacancy**

MAYOR'S REPORT:

Mayor Dunn gave a brief update on the COVID-19 situation and watching the Executive Orders for re-openings closely. Woodtick Recreation Area will be opening soon, and they will be moving forward with the Summer Concert Series.

FINANCE OFFICER'S REPORT:

Susan Hale submitted the following transfers for approval:

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MINUTES

Upon **MOTION** by Debbie Golden, seconded by Joseph Membrino, it was unanimously voted to **approve** the following transfers; Total of \$69,220.00; Fund 01-within Dept. 251-Ambulance, \$220.00 to cover under budgeted amount for Northwest CT Public Safety and \$69,000.00 from Dept. 112 Other General Government to Dept. 251-Ambulance to cover Ambulance Paramedic Wages to the end of FY 19-20 (**see attached**).

SUB-COMMITTEE AND LIAISON REPORTS:

BOARD OF EDUCATION BUILDING COMMITTEE: Mrs. Wisler reported that Tyrrell Middle School held a drive through graduation format. Tomorrow Wolcott High School will use the same procedure for graduation.

UNFINISHED BUSINESS:

There was no unfinished business.

NEW BUSINESS:

1. **Set Summer Schedule**

Upon **MOTION** by Rachel Wisler, seconded by Debbie Golden, it was unanimously voted to **set** the Summer Schedule to the July 21st & August 18th (cancel July 7th & August 4th).

2. **Board of Ethics Appointments**

Upon **MOTION** by Debbie Golden, seconded by Domenic Angiolillo, it was unanimously voted to **appoint** the following individuals to the Board of Ethics: Gregory Gubitosi (R), John Murphy (D), and Michael Bruce (U) {Three-Year Terms effective July 1, 2020}.

3. **Discussion & Possible Action on Proposed Video Service Contract for 2020-2021 with Michael Bruce Video**

Upon **MOTION** by Roger Picard, seconded by Donald Charette, it was unanimously voted to **approve** the Video Service Contract for 2020-2021 with Michael Bruce Video (**see attached**).

4. **Discussion & Possible Action on Proposed Town Council Policy Establishing a Board of Education Non-Lapsing Reserve Fund for Capital Expenditures**

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MINUTES

A brief discussion was held on the proposed policy, after which the following motion was made:

Upon **MOTION** by Rachel Wisler, seconded by Debbie Golden, it was unanimously voted to **adopt** the Proposed Town Council Policy Establishing a Board of Education Non-Lapsing Reserve Fund for Capital Expenditures (**see attached**).

ITEMS FOR NEXT AGENDA:

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

TAXPAYERS' TIME:

No taxpayers came forward.

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 7:20 p.m.

APPROVED:

Elizabeth Gaudiosi, Secretary
WOLCOTT TOWN COUNCIL

David Valletta, Chairman
WOLCOTT TOWN COUNCIL

Wolcott Volunteer Ambulance Association

May 4, 2020

P.O. Box 6066
WOLCOTT, CT 06716

OFFICE: (203) 879-4122
FAX: (203) 879-5420



Sue Hale, MFO
Town of Wolcott

Dear Sue,

Please find attached a requisition for wages from Vintech EMS (our staffing agency for EMT's and paramedics). The total expended is \$43,449.44. This invoice is due within 30 days of 4/25/2020. As you are aware, we have \$17,138.97 remaining in our wages account. In January we requested and received a transfer (\$150,000.00) and at that time I was hopeful that would cover us through June 30, 2020, until COVID -19 arrived.

Unfortunately, due to COVID we have seen a dramatic unplanned increase in purchasing of PPE (personal protective equipment) and other related supplies which hopefully we will be reimbursed for by FEMA, but this created an unanticipated shortfall in cashflow for us.

Many of our volunteer staff have stopped volunteering due to COVID, whether from fear of contracting the virus or their primary (paid) employer has requested they do not volunteer as they risk bringing the virus into their workplace. Something we have no control over; therefore, we have had to hire paid staff to cover these volunteer open hours, thus increasing our expenditures.

Our billing company (Quick Med Claims) informed us on March 30, 2020 that due to COVID many insurance companies have laid off or were downsizing due to the pandemic. We had a \$10,000 decrease in deposits in April over March, I am being informed that this is the primary reason, again, causing a cashflow problem for us.

As of today, we have witnessed a 17% decrease in our annual letter campaign fund drive due to COVID which is certainly understandable as many people have been laid off and currently are out of work, but this directly impacts us financially. At this point I am estimating at least a 27% decrease in funds raised over past years. Incoming donations have slowed to a crawl.

You are also aware that we have requested a \$279,737.00 increase in our wages budget proposed in the 2020-2021 fiscal year budget so that we do not run into this situation again next year.

At this time, I have no choice but to ask for an additional \$69,000.00 (the remaining \$26,310.47 owed on the current Vintech staffing invoice, as well as an additional \$43,000 for the anticipated June Vintech invoice) to be transferred into our wages line item (01-2-251-3-3050) to carry us through June 30th.

As we have explained to Mayor Dunn, the only way to avoid a deficit would be to cut staff, an option we do not believe is safe for the Town of Wolcott.

I remain available to you, Mayor Dunn, or the Town Council at any time to further explain or receive questions concerning this situation. Thank you for your time and understanding concerning this matter.

Sincerely,

William Barratt, Chief

203-879-4122 x111 (Office)
203-509-3453 (Cell)

"CONCERN FOR OTHERS"

**SCHEDULE A
 TRANSFERS WITHIN / BETWEEN DEPARTMENTS FUND 01
 2019-2020 FISCAL YEAR - FOR REVIEW ON JUNE 16, 2020**

<u>DEPARTMENT</u>	<u>ACCOUNT</u>	<u>DESCRIPTION</u>	<u>DEBIT</u>	<u>CREDIT</u>
251-AMBULANCE				
TO:	01-2-251-6-6130	NCPSCC	220.00	
FROM:	01-2-251-2-2600	WORKERS COMPENSATION INS		220.00
Reason: To cover under budgeted amount for Northwest CT Public Safety.				
251-AMBULANCE				
TO:	01-2-251-3-3050	WAGES - PARAMEDIC	69,000.00	
112-OTHER GENERAL GOVERNMENT				
FROM:	01-1-112-2-2120	MEDICAL INSURANCE		69,000.00
Reason: To cover Ambulance Paramedic Wages to the end of FY 19-20. (See correspondence from Bill Barratt)				
TOTAL TRANSFERS - FUND 01			69,220.00	69,220.00

TOWN of WOLCOTT

REQUEST FOR TRANSFER

DATE: 05/26/2020

REQUESTOR: Ambulance

DEPT.# 251

The following budget transfer(s) is requested:

	<u>ACCOUNT NUMBER</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
(1) TO	<u>01-2-251-6-6130</u>	<u>NCPSCC</u>	<u>220.00</u>
FROM	<u>01-2-251-2-2600</u>	<u>WORKERS COMPENSATION INS</u>	<u>220.00</u>
(2) TO	<u>01-2-251-3-3050</u>	<u>WAGES - PARAMEDIC</u>	<u>69,000.00</u>
FROM	<u>01-1-112-2-2120</u>	<u>MEDICAL INSURANCE</u>	<u>69,000.00</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:

- (1) Account under budgeted in error.
- (2) See correspondence from Ambulance Chief, Bill Barratt.

Transfer is needed for:

- (1) To cover under budgeted amount for Northwest CT Public Safety.
- (2) To cover Paramedic Wages for the balance of the fiscal year.

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

- (1) No effect.
- (2) No effect. At this time, the current Medical Fund Balance is sufficient.

APPROVAL Susan E. Hale

FINANCE OFFICE USE

DATE: 6/10/2020



PROPOSED VIDEO SERVICE AGREEMENT 2020-2021

January 6, 2020

Wolcott Town Council
Town of Wolcott
10 Kenea Avenue
Wolcott, CT 06716

Dear Members of the Wolcott Town Council:

To encompass our services for the coming year we submit the following proposal.

Michael Bruce Video (MBV) submits this proposal for the expertise and services to cablecast live on a Town Specific Channel of the local cable franchise (when available) also the Internet Stream "wlct96.org" located at www.wolcottct.org, the meeting of the regular twice monthly meetings of the Wolcott Town Council which includes two special meetings regarding the budget. This service, if available will begin on September 1, 2020 and end on June 30, 2021.

This service will include expertise to video and audio record each meeting; will include opening and closing graphics for the "Live" and "Video" recordings and sound control for the equipment in place at Wolcott Town Hall and includes a DVD delivered and retrieved to/from the local Community Access Provider. All requirements for Council meetings will be at the call of the Council Chairman. The video recording at all times, will be the property of the Town of Wolcott and will display the phrase "Funded by the Town of Wolcott.

In return for the above service, the Wolcott Town Council agrees to compensate Michael Bruce Video,

Three Hundred Thirty Dollars and No Cents (\$330.00) per meeting

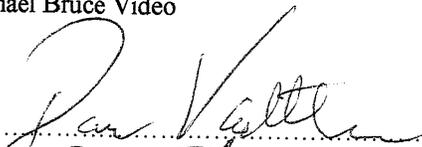
due and payable upon the receipt of an invoice to be submitted as monthly billing for each months meetings.

In the event of a meeting cancellation, a set-up charge of \$50.00 will be incurred.

As we have provided in the past, we will continue to run a Community Bulletin Board and video record any event which will showcase Wolcott youngsters or events with positive exposure for Wolcott.

Services for additional meetings, public hearings and all other matters are separate and individual from this agreement and will be negotiated upon request.

Respectfully submitted:
Michael Bruce Video

.....for the Town Council dated 4/1/20

.....Michael Bruce Video dated 1/6/2020

424 Bound Line Road, Wolcott, CT 06716

Cell: 203.206.7575

E-Mail: mbvid21@aol.com

**Town Council Policy Establishing a
Board of Education Non-Lapsing Reserve Fund for Capital Expenditures**

General Description

The purpose of this Policy is to establish a Non-lapsing Account for the Board of Education (BOE) as allowed by Connecticut General Statute Section Number 10-248a. Assets in the reserve account are to be used for capital expenditures which have previously been approved in the five year Capital Improvement Plan and/or are the results of unanticipated special education needs. Expenditures of a capital nature not previously approved in the five year Capital Improvement Plan might qualify for funding with prior Council approval.

Revenue Sources

Upon the recommendation of the Board of Education no later than June 30 of any fiscal year, and with the approval of the Town Council no later than July 31, amounts subject to audit confirmation shall be transferred from the general fund Board of Education operating budget surplus, as deemed available at the end of any fiscal year. Funds to be transferred in calendar year 2020 shall not exceed 2% of the amount appropriated to the Board of Education. After 2020, the funds to be transferred will not exceed 1% of the amount appropriated to the Board of Education in the fiscal year. The maximum amount held in the Non-Lapsing Account fund may not exceed 3% of the amount appropriated to the Board of Education in the most recently ended fiscal year. The Board of Education shall provide a written request for expenditure of such funds to the Town Council after they have approved the funding request at a Board meeting. The appropriation shall not be considered until the end of the third quarter of the fiscal year. If prior to the appropriation being made, the State of Connecticut reduces and/or withholds ECS revenue to less than previously estimated in the Town of Wolcott budget, the appropriation request of the BOE may be denied in part or in whole.

Custody of Fund and Investments

The Board of Education Non-Lapsing Reserve Fund shall be a part of the Town's pooled cash account in the custody of the Town Treasurer. The Town Treasurer may from time to time

invest all or any part of the monies in said Fund in any securities in which public funds may lawfully be invested. All income derived from such investments shall be paid into the Town's General Fund and become a part thereof. The Town's Municipal Finance Officer shall exercise control and administration of the Board of Education Non-Lapsing Reserve Fund on the Town's general ledger. The Board of Education Business Manager shall also maintain a ledger of the deposits and withdrawals of the fund within their records.

Allowable Expenditures

The fund is to be used for capital and non-recurring expenditures as identified in a previously adopted five year Capital Improvement Plan and/or unanticipated special education needs. Emergency conditions, repairs or replacements to capital items not previously included in the five year capital improvement plan can be added with a recommendation by the Board of Education, notification to the Town Council and with approval of the Town Council. Emergency requests may be approved by the Town Council retroactively. All other projects or acquisitions from the fund will require pre-approval by the Town Council. Requests from the BOE to the Town Council will be acted on within 31 days. Upon the recommendation of the Board of Education and with the approval of the Town Council, an appropriation shall be set up and designated for the project or acquisition which has been authorized and such unexpended appropriation may be continued until such project or acquisition is completed. Any unexpended portion of such appropriation remaining after such completion shall revert to said reserve fund. Any appropriation no longer needed shall revert to said reserve fund. All expenditures of the fund must comply with the purchasing rules of the Town of Wolcott and applicable requirements of the Town Charter.

Closing the Fund

Once this Non-Lapsing Fund Policy has been approved by the Town Council, it will remain in full force and effect unless the Town Council advises the Board of Education in writing within sixty (60) calendar days of the end of the calendar year that it is rescinding the terms of this policy. Should the council rescind this policy any remaining monies in the non-lapsing fund would revert to the custody and control of the Board of Education. This Policy will be reviewed annually by the Finance Committee in the month of March.

This policy was adopted at the June 16, 2020 regular meeting of the Wolcott Town Council.