

**REVISED BOARD OF ALDERMEN  
*FINANCE COMMITTEE MEETING***

**THURSDAY, APRIL 22, 2004**

**AT 6:00 PM IN THE AUDITORIUM**

**SHELTON CITY HALL, 54 HILL STREET, SHELTON, CT**

**AGENDA**

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- ◆ **CALL OF THE MEETING/PLEDGE OF ALLEGIANCE**
- ◆ **PUBLIC PORTION**
- ◆ **AGENDA ITEMS**

**APPROVAL OF MINUTES**

1. **MEETING MINUTES MARCH 25, 2004**

**NEW BUSINESS**

2. **APRIL TAX REFUNDS**
3. **PROCEDURE FOR SELLING CITY PROPERTY**
4. **PROPERTY TAX EXEMPTION FOR ADAPTED VEHICLES**
5. **RESOLUTION ESTABLISHING A PROCEDURE TO PURCHASE AT AUCTION**

**OLD BUSINESS**

**NONE**

**REPORTS:**

**REPORT OF THE CHAIRMAN**

**ADJOURNMENT**

**APPROVAL OF MINUTES**

- 1. MOVE TO RECOMMEND TO THE FULL BOARD TO WAIVE THE READING AND APPROVE THE MINUTES OF THE FINANCE COMMITTEE MEETING OF MARCH 25, 2004.**

**NEW BUSINESS:**

**2. APRIL TAX REFUNDS**

**MOVE TO RECOMMEND TO THE FULL BOARD THAT THE REPORT OF THE TAX COLLECTOR RELATIVE TO THE REFUND OF TAXES FOR A TOTAL AMOUNT OF \$44,158.77 BE APPROVED AND THAT THE FINANCE DIRECTOR BE DIRECTED TO MAKE PAYMENTS IN ACCORDANCE WITH THE CERTIFIED LIST RECEIVED FROM THE TAX COLLECTOR. FUNDS TO COME FROM THE TAX REFUNDS ACCOUNT #001-6100-412-80.42.**

April 2004 REFUND OF TAXES			
ACCOUNT #	NAME	AMOUNT	REASON
02-03-91	Agostino, Lisa	\$ 766.98	Paid Twice
02-03-236	Alves, Daniel	\$ 1,880.52	Paid Twice
02-01-1142	Audi Financial Services	\$ 334.12	Sold
01-02-263	Baillargeon, Alan	\$ 292.25	Paid Twice
02-01-426	Berg, Suzanne & John	\$ 78.34	Duplicate
01-02-511	Bitzer, Jane	\$ 48.97	Paid Twice
01-02-532	Blankfeld, Lillian	\$ 57.97	Paid Twice
02-03-1415	Borkowski, Karl	\$ 821.82	Paid Twice
01-02-648	Bouffard, Paul & Susan	\$ 291.56	Paid Twice
01-02-710	Broadbent, Lori	\$ 28.51	Paid Twice
01-02-871	Capezzali, Anthony & Deborah	\$ 31.71	Paid Twice
02-03-2149	Cataldo	\$ 990.32	Wrong Amount
02-03-2742	Coutinho	\$ 1,892.95	Wrong Town
02-03-2993	Dalton, Terence	\$ 1,027.27	Paid Twice
01-02-1439	Dasilva, Alvaro	\$ 576.88	Paid Twice
01-02-1564	Denitto, Blanche	\$ 13.16	Paid Twice
02-03-3439	Devaney, Richard & Laurie	\$ 2,177.37	Paid Twice
01-02-1813	Edgeworth, John	\$ 161.94	Paid Twice
01-02-1814	EDT Services LLC	\$ 86.48	Paid Twice
01-02-1987	Fay, Robert	\$ 346.34	Paid Twice
01-02-2083	Fiondella, Philip	\$ 147.27	Paid Twice
01-02-2253	Furedy, Paul or Jane	\$ 50.09	Paid Twice
02-03-4796	Gangi	\$ 2,640.92	Paid Twice
01-02-2397	Gilberti, Ellen & Philip	\$ 337.90	Paid Twice
01-02-2577	Goulet, William or Janice	\$ 54.80	Paid Twice
02-03-13878	hancock	\$ 3,105.50	Paid Twice
02-03-14209	Haley, John & Theresa	\$ 7.62	Wrong Amount
01-02-2710	Hard Rock Blasting	\$ 16.48	Paid Twice
01-02-2947	Hoyt, Edward or Pauline	\$ 101.27	Paid Twice
02-01-2856	Hunt, Jeffrey or Maria	\$ 123.92	Wrong Town
02-02-3100	Kelkar, Atul or Anjalia	\$ 29.17	Moved
01-02-3251	Khokhar, Muhammad	\$ 315.85	Paid Twice
01-02-3637	Livingston, Schuyler	\$ 147.69	Paid Twice
01-02-3640	Lizza, Louis	\$ 220.47	Paid Twice
01-02-3862	Martin, Christopher	\$ 61.35	Paid Twice
01-02-3913	Mastroni, Jamie	\$ 118.45	Paid Twice
01-02-3929	Matyjasik, June	\$ 80.49	Paid Twice
01-02-4095	Mezza, Martin	\$ 98.88	Paid Twice
02-03-7326	Millington, Darren	\$ 575.42	Paid Twice
01-02-4205	Montanaro, Biago & Joanne	\$ 184.25	Paid Twice
01-02-4316	Musante, Frank	\$ 237.65	Paid Twice
02-03-7871	Nagy, Edward	\$ 562.26	Paid Twice
02-03-3765	Novicio, Benedict	\$ 5.97	Wrong Amount
02-03-9752	Otoole, Kevin & Judith	\$ 1,231.26	Paid Twice
01-02-4746	Perez, Hermina & Paul	\$ 163.05	Paid Twice



**3. PROCEDURE FOR SELLING CITY PROPERTY**

**DISCUSSION**

## PROCEDURE TO SELL CITY PROPERTY.

### Definition:

From time to time the City may be asked or may decide to sell property it owns. This property may be a small fraction of land or a full building lot or a parcel consisting of several acres. It could also be property containing buildings. This procedure pertains only to property of significant size (building lot or larger), with or without buildings on it.

### PROCEDURE

- Request is received asking to sell City owned property or the BOA decides to sell City property of significant size.
- The Conservation Commission and Parks & Recreation Commissions are asked for their opinion. The BOA specifically wants to know if the property has Open Space, conservation or recreational value to the City.
- If the answer were “yes” and the BOA agrees, the BOA would be guided by this information.
- If no, the BOA would seek an 8-24 referral from Planning & Zoning.
- If the 8-24 were favorable to sell, the BOA would proceed with this process.
- If the 8-24 is unfavorable, the BOA must override the unfavorable by a 2/3 vote to proceed.
- If the 8-24 is favorable or if the unfavorable 8-24 is overridden, the BOA can then proceed to have the land appraised.
- Upon receipt of the appraisal, the City would advertise that it is accepting bids no lower than the appraised price (or another price agreed to by the BOA) with a cut off date to receive sealed bids. All bids are required to be accompanied by a certified check equal to ten (10%) percent of the bid price.
- The Purchasing Agent would open the bids and refer them to the Finance Committee of the Board of A&T who would determine the highest, responsible bidder.
- The BOA approves the price and authorizes the sale.
- A contract to sell is made up by Corporation Counsel and signed by the Mayor.
- Proceeds from the sale go into the General Fund unless otherwise directed by the BOA.

#### **4. PROPERTY TAX EXEMPTION FOR ADAPTED VEHICLES**

##### **DISCUSSION**



**5. RESOLUTION ESTABLISHING A PROCEDURE TO  
PURCHASE AT AUCTION.**

**DISCUSSION**

**ADJOURNMENT**

## **RESOLUTION ESTABLISHING A PROCEDURE TO PURCHASE AT AUCTION.**

**Be it resolved that the Board of Aldermen hereby establishes a procedure for bidding at public auctions provided the following steps are followed:**

1. That the specifications for desired equipment are determined in advance.
2. That the book value of the desired equipment is determined in advance of the auction.
3. That the BOA authorizes a "Bid Not To Exceed" price in advance of the auction.
4. That the BOA waives bidding & authorizes auction bidding on the specific type of equipment sought..
5. That the BOA designates persons who have authority to act on behalf of the City as our "Agent."
6. That the designated "Agent" makes a pre-auction inspection of the equipment.
7. That the "Agent" is bonded.
8. Auctions usually require a "cashiers check" or a "certified check." The "Agent" should investigate the pre-approval bidding process and utilize it if it applies.
9. That the "Agent" is limited to bid only on pre-approved type equipment with a maximum bid price established by consensus of the BOA.