



## Board of Aldermen Shelton, Connecticut

**FINANCE COMMITTEE – SEPTEMBER 26, 2006**

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### **Call to Order / Pledge of Allegiance**

Alderman Stanley Kudej, Chairman, called the meeting to order at 6 p.m. All those present rose and pledged allegiance to the flag.

### **Roll Call - Finance Committee**

Alderman Stanley Kudej, Chairman, present  
Aldermanic President John F. Anglace, Jr. - present  
Alderman Christopher Panek - present

### **Public Session**

Judson Crawford, 8 Jordan Avenue  
Member, Board of A&T

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Good evening. At your meeting of August 29, you made the recommendation to accept the Tax Collector's account for July and also for August, and to make the recommendation to the full Board of Aldermen that these be accepted and turned over to the Finance Department for refunds.

My question to you people is the night of the full Board meeting, which was on the 13<sup>th</sup>, adding the two amounts together comes to \$12,062. How come then, this was already taken away from the Statutory Refunds Account as of 12:38 in the afternoon? Doesn't that have to go before the full Board of Aldermen for their recommendation?

Alderman Anglace stated, not for recommendation; for the approval. The Finance Committee doesn't have the authority to approve anything.

Mr. Crawford continued, it was already taken away here – that was the time the report was run - and your meeting did not start until 7 o'clock that evening.

Alderman Kudej stated, they were anticipating it.

Mr. Crawford stated, also, Mr. Chairman, I'm sorry I cannot give you a report this month as to say whether the taxes are in agreement because I did not receive a report. Just for your thoughts. Thank you.

Eric Lavigne, Member  
Board of Apportionment and Taxation

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One of my concerns is being a member, on this situation of having trouble reading some of the documents. I wrote a letter to the board and I'm going to read this letter.

As you are aware, I'm a participating member of the Board of Apportionment and Taxation for the City of Shelton. Upon trying to execute my duties it has become obvious how my ability encode the financial data has become next to impossible. My dyslexia has made it difficult to read the financial data presented to me on the hard copy spreadsheets.

I am respectfully requesting the easiest and most cost-effective means to putting financial data in a usable medium – the computer screen. The simplest way is to burn a CD which would allow me to view the financial data of the City in a form that I can easily understand.

With this data, I am requesting the ability to examine data with a history earmarked up to five years. I am requesting a new CD be available on a weekly basis so I can review them.

Gentlemen and Ladies, I am requesting this reasonable accommodation from the ADA Act of 1973, Section 503, Affirmative Action Requirements, and Section 2 which became effective January 26, 1992, for State and Federal Requirements.

What I came up with was the least expensive, most easiest way to do it. Another means to do it would be to put it on an Internet system and make it a public or private system. In order to do that for the City and its security requirements, it would have to be on a private system, and in order to enact that would justify about a \$20,000 expense. To put it on a CD for me to utilize is very inexpensive. A CD costs about \$2.

The minute I have a cheat sheet to utilize the CD properly, I can see all of the data quickly. But for me to read across a column and line with dyslexia it is very difficult for me.

One of the things I want to let you know is, I do run a successful business, I live here in town, but at this time to utilize the spreadsheets, I can't. Thank you very much.

Alderman Kudej asked if any member of the public wished to address the Finance Committee. Being none, he declared the Public Session closed.

### ***Add-On***

Alderman Anglace MOVED to add Item 7 – Invoice Approval – Clough Harbor – Phase II to the agenda; SECONDED by Alderman Panek. A voice vote was taken and the MOTION PASSED 3-0.

#### 1. Approval of Minutes

Alderman Anglace MOVED to recommend to the full Board to waive the reading and approve the minutes of the special Finance Committee meeting of August 29, 2006; SECONDED by Alderman Panek. A voice vote was taken and the MOTION PASSED 3-0.

#### 2. September Statutory Refunds

Alderman Anglace MOVED to recommend to the full Board that the report of the Tax Collector relative to the refund of taxes for a total amount of \$19,928.36 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 Statutory Refunds Account #001-0000-311.13.00; SECONDED by Alderman Panek.

Alderman Anglace stated, the motion says "moved to recommend to the full Board." The Finance Committee has no authority to approve this, only recommend it, and we are doing so. What Mr. Crawford said at the beginning of the meeting is somewhat disturbing, because we haven't approved it yet so you can't pay it.

I think that should be brought to the attention of the Finance Department so they are in sync with us, and not paying these until after they're approved by the full Board.

I believe taxes are paid by July 1<sup>st</sup>. Into August, then September, so this is the second month. Usually what happens is you get a large amount the first month following the cessation of tax payments. This is \$19,928. I don't know, but if you look at it, there is something in here called Elderly Credit. There are three occurrences. I would like to get an explanation for what that is. I'm not sure that I know what that is.

Alderman Kudej recognized Mr. Crawford, from the audience.

Mr. Crawford stated, not to be able to shed some light as to what Alderman Anglace is requesting information about, but what I spoke to you about earlier before the meeting started. On the second page, what does the item "S" represent?

Alderman Anglace stated, my guess is, it means "Sold." We'll ask about that, too. So, the two S's, the three Elderly Credits, an explanation please. I would expect that next month the amount of tax refunds or statutory refunds will decrease. Look at some of the observations. There's one there - \$3,163 - they paid the wrong amount. Wow. It has been explained to me in the past that two entities, the individual owner and the mortgage carrier or lien holder might pay it, that's how they pay twice. Or somebody may pay the entire amount rather than half of it.

We should get the answers before going to the full Board.

A voice vote was taken and the MOTION PASSED 3-0.

### 3. Legal Bill – Anthem Demutualization

Alderman Anglace MOVED to recommend to the full Board that \$134.32 (Shelton share of the Anthem Demutualization Lawsuit) be paid to Sullivan, Schoen, Campana & Connon, LLC with funds to come from Professional Services Account 001-1900-411.30-01; SECONDED by Alderman Panek. A voice vote was taken and the MOTION PASSED 3-0.

4. Legal Bill – Pellegrino Law Firm – Samarius Wernick

Alderman Anglace MOVED to recommend to the full Board to approve the invoice dated August 4, 2006 to the Pellegrino Law Firm for services rendered in the case of Shelton v. Samarius Wernick for an amount not to exceed \$875 with funding to come from,

Where is the funding coming from? We have to get the account. I'd like to send this to Corporation Counsel Welch. I think this comes from Legal Services. But I wouldn't want to approve it until Corporation Counsel Welch sees it, because it's his budget. I don't see where he has seen it.

Alderman Panek stated, there is a memo here from Corporation Counsel Welch, it looks like he has sent it to us.

Alderman Anglace stated, okay, this is a previous balance. For some reason it wasn't paid so it has been re-submitted. Let's approve it from the Legal Services Account.

SECONDED by Alderman Panek. A voice vote was taken and the MOTION PASSED 3-0.

5. Request for Transfer of Funding

Alderman Anglace MOVED per the recommendation of the Assistant Finance Director to approve the transfer of \$1,500 from Contingency General Account 001-0900-900-99.00 to Bond Registrations Fees Line Account #001-5700-412.50-12; SECONDED by Alderman Panek.

Alderman Anglace stated, when you bond you have to have money to register the bond. She's going to set up that account and use it. There is \$197,000 in the Contingency account at this point.

Mr. Crawford asked, what account did she request you to transfer that money into? 5700-412.50-12? That account already has a balance in it of \$1,500.

Alderman Finn stated, yes, but she needs \$1,500 more. The City is going to be doing more bonding this year and there's not enough

money in there to cover the bonding. That's why she requested an additional \$1,500. It's going to be a total of \$3,000.

A voice vote was taken and the MOTION PASSED 3-0.

6. *Amendment to Ordinance #723 – Salaries-Fire Department Personnel*

Alderman Anglace stated, this is for discussion. They want to amend an Ordinance. The changes to the Ordinance have to be finalized, then it has to come to the full Board of Aldermen at a regular meeting, and then it needs to go to public hearing, and then it needs to be voted on.

To make the changes, they should sit down with the Mayor. But my understanding at this point is they're sitting down to write the job descriptions. If they're going to write the job descriptions, that's fine. I think it's premature to submit an ordinance change at this point.

Alderman Panek asked, what would be the typical process for an ordinance change not coming from a member of the Board of Aldermen or the Mayor?

Alderman Anglace replied, they can come to us or they can go to the Mayor. As a committee, we can submit the Ordinance. I don't think we're in disagreement with them, it has been a while since the stipends have been adjusted. I think they should get the job descriptions, get everything in order and do the whole thing, lock, stock and barrel.

Alderman Panek stated, yes, if this ties in with what they're discussing with the Mayor. It might be beneficial to see if we can get comparisons to other towns, too. This hasn't been adjusted in quite a few years.

Alderman Kudej stated, I think they do deserve an increase.

Alderman Anglace stated, I thought they might be here tonight, but that's alright, we'll let them talk to the Mayor, work it out, then come back, put it in, we'll take care of it.

No action.

7. Invoice Approval – Clough Harbour – Phase II

Alderman Anglace stated, we are trying to research with the Finance Director and Assistant Finance Director, I asked them late last night to look at this. I think what happened is when this came to us, Jack said it was 'x' amount of dollars we had to pay for implementation of the engineering services.

Alderman Finn explained, that was a different contract – the RCMS contract falls under the Capital Improvements and will be paid from LOCIP. This is the ongoing project, and as the work is completed they bill the Committee and we forward to Board of Finance for approval.

Alderman Anglace stated, we agree with the recommendation of the Building Committee that Clough Harbor needs to be paid a total of 'x' amount of dollars for implementation services – Phase II. I'd like to approve the total amount to be paid subject to whatever they complete that month, they give us monthly billing, and you can pay it. In other words, one motion will allow you to pay it, and you do it monthly without having to come back every month for a motion.

Alderman Finn stated, as long as the Finance office is aware of that and doesn't pay them the whole amount – it should be by invoices. This one is for \$10,000; our committee is holding one up for \$7,000 because we didn't have a rationale as to what the \$7,000 covered, and we're waiting for that.

Alderman Anglace stated, let's assume Clough Harbor's engineering services Phase II totals \$87,000 to be billed upon how much they complete each month. I'm saying we should approve the total \$87,000 one time and then the Building Committee can approve the invoices and send them directly to the Finance Department for payment without having to get approval from the Board of Aldermen each month.

Alderman Finn replied, that sounds reasonable.

Alderman Anglace stated, as an example, the Technology Building Committee, the School Building Committee – their money is made

available to the Building Committee. The Building Committee authorizes payment - approves the invoice and it's sent directly. Now, if any contracts have to be done, they need to be reviewed and approved by the Board of Aldermen.

Alderman Finn asked, is that your recommendation for tonight? I'll have to go to the Finance Office with the invoice.

Alderman Anglace asked, do you know the total amount for Phase II?

Alderman Finn replied, it's \$80,500 total. There is still \$42,500 outstanding.

Alderman Kudej stated, Phase I is \$38,000 - that is 100 percent complete, apparently they got paid the \$38,000.

Alderman Finn stated, we're into Phase II now. We acted on the RCMS controls for all 11 buildings, new boilers for the Police Department and the Library.

Alderman Anglace stated, Phase II is \$65,000 which includes, the Library, the project evaluation/validation, Items 1, 2, 3, 4, 5.

Alderman Finn stated, that's the bill we haven't paid yet as a committee - we haven't approved the Library yet because we haven't received a breakdown.

Alderman Anglace stated, we will try to give the Building Committee a blanket approval of \$65,000 to be paid subject to the approval of the Building Committee on completion of the work done that particular month.

Alderman Panek asked, where is this \$10,000 going to, the amount that's due adds up to \$42,500 on there. Is the Committee aware - where is that \$10,000 going to? What portion of that \$42,000? Because one amount due is \$12,500 and the other is \$30,000 and it says those items are 100 percent complete. But they're only asking for \$10,000.

Alderman Finn stated, this is all the specs for the RCMS that we went out to bid for, and as well as the specs for the boilers both at the Police Department and the Library.

You're aware as a committee, even though the Board of Aldermen approved the bid to Hoffman Fuel back in July, the contract was sent to Hoffman Fuel in July and they still haven't returned it yet. So the boilers will not be going into the Police Department this coming winter, or the Library. We were hoping to have them in before the heating season.

Alderman Anglace stated, we are dealing with just the Clough Harbor invoices. They have completed item 1 and 2 for \$42,500. So they probably have been paid the \$42,500.

Alderman Finn stated, if I had the third invoice here in front of me I could show you what that does cover so you'd know exactly what this one is for. This is for the RCMS contract we had. We had a number of firms walk through all 11 buildings in the City and come up with a proposal to bid for all the controls for all the heating and air conditioning throughout the City.

Alderman Anglace stated, Alderman Panek is trying to figure out, the \$10,000 – item 3, 4 or 5, it must be a percentage of completion because we're not paying anything, and the \$42,500 has already been paid, so where does the \$10,000 come from?

Alderman Finn stated, when they put down 100 percent complete, they're including what is on this invoice. Item #2 - specs for the EMC. That is what this actually does cover. We went out to bid for the RCMS Contract to upgrade all the control systems.

Alderman Anglace stated, total to date, that \$80,500 consists of the \$42,000 in Phase II completed work, and \$38,000 in Phase I. So they're putting the whole project together. Less previously billed, for \$70,500.

Alderman Panek stated, so everything has been billed but this \$10,000, but it doesn't show the percentage complete. Plus, the date on this is April 21<sup>st</sup>.

Alderman Anglace asked, Chris, do you want to work with the Committee on this?

Alderman Finn stated, back in May, Chris, we approved this as a committee, and for some reason it never made it to the Finance Committee – that’s why this invoice is so old. In my research through the minutes, we show it coming through our committee, it must have fell through the cracks from going to the Finance Committee, because the Finance Committee minutes or the Board of Aldermen minutes don’t reflect us having paid this invoice.

Alderman Panek stated, it seems confusing, it’s the top item, the \$38,000, it looks like that’s already paid and 100 percent complete.

Alderman Anglace stated, I think we need more clarification and work on it. I wouldn’t object to taking it direct to the full Board. Between now and the full Board meeting we’ll straighten this out. We’ll just table this and work out the details, go through it with Jack and then we can shape a motion to bring directly to the full Board.

Alderman Anglace MOVED to TABLE; SECONDED by Alderman Panek. A voice vote was taken and the MOTION PASSED 3-0.

No action.

### Adjournment

At approximately 6:35 p.m., Alderman Anglace MOVED to adjourn; SECONDED by Alderman Panek. A voice vote was taken and the MOTION PASSED 3-0.

Respectfully submitted,

Patricia M. Bruder  
Clerk, Board of Aldermen