

**SPECIAL
BOARD OF ALDERMEN
FINANCE COMMITTEE**

THURSDAY, SEPTEMBER 29, 2005

AT 5:30 PM IN ROOM 104

SHELTON CITY HALL, 54 HILL STREET, SHELTON, CT

AGENDA

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

1. APPROVAL OF MINUTES

REGULAR MEETING OF AUGUST 23, 2005

- 2. SEPTEMBER STATUTORY REFUNDS**
- 3. NEW APPROPRIATION – AXTON CROSS / FUGE DEMOLITION**
- 4. TENNIS COURT LIGHTING AT EAST VILLAGE PARK**
- 5. AMENDED LEASE RENEWAL – 58 PERRY HILL ROAD**
- 6. AQUARION WATER COMPANY BILL – 58 PERRY HILL ROAD**
- 7. SIS ARBITRATION LITIGATION - FUNDING**
- 8. EXPANSION OF AUDITORIUM LOFT**
- 9. BID #26-12 FAIRMONT PLACE / CORAM AVENUE STAIRWAY RAILING REPLACEMENT**
- 10. PLANIMETRICS CONTRACT**
- 11. AIR CONDITIONING UNITS – ECHO HOSE FIREHOUSE – ADDITIONAL FUNDING**
- 12. PAVILION BUILDING FOR DOWNTOWN SLAB (ALDERMAN KUDEJ)**

OLD BUSINESS

- 13. LADIES ROOM – CITY HALL**

ADJOURNMENT

APPROVAL OF MINUTES

- 1. MOVE TO RECOMMEND TO THE FULL BOARD TO WAIVE THE READING AND APPROVE THE MINUTES OF THE REGULAR FINANCE COMMITTEE MEETING OF AUGUST 23, 2005.**



Board of Aldermen
Shelton, Connecticut

FINANCE COMMITTEE - AUGUST 23, 2005

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 Nancy Minotti - present

Public Session

Alderman Kudej asked if any member of the public wished to address the Finance Committee.

Judson Crawford of the Board of A & T asked, have you examined the latest runoff?

Alderman Kudej replied, I just got it.

Mr. Crawford stated, okay. We won't go into it then.

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

Funding for Utility Trucks - Fire Department

[Discussion at end of meeting - Public Session reopened]

Alderman Kudej stated, in regard to the funding for the Utility Trucks, I still don't understand the \$30,000 - \$22,000 -

Alderman Anglace asked, where are you going to get the money? That is what you have to know before you can talk about it?

Alderman Kudej replied, I don't know.

Alderman Anglace stated, okay, we got the letter. That's fine. We'll take it from there. We just have to look at it.

Commissioner Kosowsky stated, if you want a breakdown of the purchase orders, I can give you a breakdown of the purchase orders, but we already spent the money on the truck. We already received the equipment. That is what that says. We already bought, lightbar, siren, all stuff for the truck. That was part of what made this - when the commissioner from that company made the recommendation, he said we already received this amount of money, so we want an additional \$8,000 - to keep it the same. If you add them both together they're both the same. That's what you requested. We kept the recommendation the same, but it's less because we already took money out of our budget to pay for those other items - lettering, all that stuff.

Alderman Finn stated, there are a couple of avenues you can go for funding. Capital, or General Fund Surplus, or you can bond for it. We just bonded \$77,000 for Parks & Recreation vehicles, we can do the same for the two pieces of fire apparatus.

Alderman Anglace stated, there might be a number of ways to go about it. We're not prepared to put any motions on the floor to discuss it.

Alderman Finn stated, you're aware that the chassis is on order and will be here in August. When they made the presentation several months ago, they advised the board that it would be delivered at the end of August.

Add-On

Alderman Anglace MOVED to add on as Item 7 – Technical Correction of the Accounting Records; SECONDED by Alderman Minotti. A voice vote was taken and the MOTION PASSED 3-0.

1. Approval of Minutes

Alderman Minotti MOVED to recommend to the full Board to waive the reading and approve the minutes of the regular Finance Committee meeting of July 26, 2005; SECONDED by Alderman Anglace. A voice vote was taken and the MOTION PASSED 3-0.

2. Clerical Services Funding – Energy Management Building Cte.

Alderman Minotti MOVED, per the recommendation of the Energy Management Building Committee, to recommend to the full Board that an account be established for clerical services for the Energy Management Building Committee in the amount of \$900 for fiscal year 2005-06, with funding to be transferred from the Contingency General Account 001-9900-900.99-00 to a new line account to be set up by the Finance Department called "Energy Management Building Committee Clerical Services"; SECONDED by Alderman Anglace. A voice vote was taken and the MOTION PASSED 3-0.

3. Replacement of Carpeting at Various City Buildings

Alderman Minotti MOVED to recommend to the full Board to approve State Bid #RFP-023-A-13-0384-C to Bartholomew Contract Interiors for the purchase and installation of carpeting in four (4) Parks and Recreation Offices, Meeting Room #3 at the Community Center; two (2) offices at Pine Rock Park Firehouse; City Hall Administration Offices and the Auditorium at City Hall, with funding of \$22,501 to come from LOCIP; and further,

MOVED to add this item to the Capital Improvements Account.

SECONDED by Alderman Anglace.

Alderman Finn questioned the installation of carpeting at the Pine Rock Park Firehouse, and noted that all of the four firehouses should be treated the same – that other firehouses also would like to have carpeting installed.

Another concern was that the request came directly from Pine Rock and not through the Board of Fire Commissioners. Commissioner Kosowsky, who also was in the audience, knew nothing of the request. It was agreed that the four firehouses cannot be kept equal if they continue to bypass the Board of Fire Commissioners with their requests to department heads.

Superintendent of Maintenance Joe Sewack, who was in the audience, explained that six different areas will be receiving the carpeting this time around. The areas that were deemed the worst are being taken care of first, and there are a lot more areas that the City would like to carpet as well, such as the whole Finance Department, and some more rooms at the Community Center.

Mr. Sewack will work with the Board of Fire Commissioners to determine other areas that need to be done.

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

4. Heating Oil Price and Consumption for 2005-06

Purchasing Agent Ed Duggan, who was invited to attend this meeting, was out sick today. Finance Director Lou Marusic is here instead.

Alderman Kudej explained that there's been discussion about trying to purchase oil and get a locked in price for the coming season. Mr. Duggan had explained previously that the City is piggybacking the State and he thought this was the best way to go.

Mr. Marusic concurred with Mr. Duggan's decision to piggyback on the State pricing.

After considerable discussion Mr. Marusic stated it is premature to say that going out to bid is automatically going to be better than anything else; that he would make a report to the Finance Committee. He will find out what kind of deal New Haven got for oil prices, and Waterbury for gas prices, and would find out why they might be better than going with the State pricing.

He noted his concern about prospective vendors meeting the specs and their ability to have the fuel available when we need it, not when they might be able to get it to us.

Alderman Minotti MOVED to TABLE Item 4 – Heating Oil Price and Consumption – 2005-06; SECONDED by Alderman Anglace. A voice vote was taken and the MOTION PASSED 3-0.

5. Appropriation Revision – Far Mill Deck Repair Construction Phase

Alderman Minotti MOVED to recommend to the full Board, per the recommendation of the City Engineer, to award the balance of the Far Mill Deck Repair appropriation, not to exceed \$51,834, to the low bidder, NJR Construction Inc., with funding to come from LOCIP; and further,

MOVED to add this to the Capital Improvements Plan.
SECONDED by Alderman Anglace.

Note:

Total appropriation \$191,834.00. Original Motion: Dated July 14, 2005.

5.1.9 Far Mill Deck Repairs

Alderman Kudej MOVED per the recommendation of the Finance Committee and the City Engineer to award the deck repairs of Far Mill Crossing Bridge to NJR Construction, LLC, with funding not to exceed \$140,000, to come from LOCIP; and further,

*MOVED to add this item to the Capital Improvements account;
SECONDED by Alderman Lanzi.*

Alderman Finn asked if this is the bridge on Buddington Road.

Alderman Anglace replied, yes.

A voice vote was taken and the MOTION PASSED 6-0.

Alderman Anglace stated, back on July 14 when we talked about this original motion, Alderman Finn had asked if this is the bridge on Buddington Road.

My notes said to verify with the City Engineer, and this is the bridge on Buddington Road.

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

6. DVD Booth at Community Center

Alderman Anglace introduced Jacob and Beth Tepper of 15 Huntington Circle, who are proposing to put a DVD-vending booth in the lobby at the Shelton Community Center. He noted that because of the nature of their request, that this is a presentation only, the Finance Committee will listen, ask questions and then consider. No decision will be made tonight.

The Teppers explained their proposal to the Finance Committee.

Alderman Kudej explained to Mr. and Mrs. Tepper that the proposal was previously rejected by the Finance Committee, and now the Parks and Recreation Commission has met and discussed the proposal at length, and came to the conclusion that this was not something that they would be interested in pursuing.

The Teppers noted their concern that because other vending machines are already in place at the Community Center, that theirs also should be allowed. Mr. Tepper stated that if there is a problem of any kind, he would remove the machine immediately.

Alderman Kudej explained that the Teppers have a good idea and a good product, but it has been discussed by the Finance Committee as well as the Parks and Recreation Commission and found not to suited for the Community Center.

Mrs. Tepper noted that there are other businesses operating within the Community Center, such as the day care center and the post office.

Alderman Anglace explained to her that the City leases the space. Alderman Finn also mentioned the fact that when the referendum

question went out to the voters, it included the day care, and swimming pool – that is what the voters approved.

Alderman Anglace noted that he does not know of any vending machine policy in the City.

Mr. Tepper asked how the Committee can say no to him after having already said yes to the soda and snack machine vendors at the Community Center.

Alderman Kudej explained that whomever decided to allow it, did it for the convenience of the employees and public.

Alderman Anglace informed the Teppers that they would receive a letter informing them of the Board's decision.

Item 7 – Technical Correction of the Accounting Records

Alderman Minotti MOVED to recommend to the full Board to make a technical correction to the motion made at the special meeting of the Board on 8/4/2005 by ordering that the authorization of payment of \$15,508.43 be paid from the Legal Fees account; SECONDED by Alderman Anglace.

Mr. Marusic explained that the Public Risk Management Account should be used to cover the deductible that was paid by the insurance company; and the balance should be paid from Legal Fees.

Alderman Anglace explained that Mr. Crawford came to the Board of Aldermen meeting on August 11 and asked what account it was going to be charged to. There is only one account in the budget to pay legal fees from – the Legal Fees account. The point was well taken. From good accounting practice it would be to put it in so that the accounting department is aware of what our intentions were, so there is no question about a trail. We didn't appropriate any money; the money was already appropriated and in the account. That is why they knew exactly where to take the money from.

Alderman Finn noted that there is not enough money in the Legal Services account.

Mr. Marusic explained that the \$10,000 deductible should be paid from the Public Risk Management account, and the \$5,508.43 from Legal Fees.

Alderman Anglace WITHDREW the original motion. Alderman Minotti WITHDREW the second to the original motion.

Alderman Anglace MOVED to recommend to the full Board to make a technical correction to the motion made at the special meeting of the Board on 8/4/2005 by ordering that the authorization of payment of \$10,000 deductible be paid from the Public Risk Management Insurance Losses Account #001-5600-412.30-32; and that \$5,508.43 be paid from the Legal Fees account 001-1900-411.30-03; SECONDED by Alderman Minotti. A voice vote was taken and the MOTION PASSED 3-0.

- Reopen Public Session for Fire Department discussion – See Public Session above.

Adjournment

At approximately 6:50 p.m., Alderman Anglace MOVED to adjourn; SECONDED by Alderman Minotti. A voice vote was taken and the MOTION PASSED 3-0.

Respectfully submitted,

Patricia M. Bruder
Clerk, Board of Aldermen

2. SEPTEMBER STATUTORY 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 \$19,036.34 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

3. NEW APPROPRIATION – AXTON CROSS / FUGE DEMOLITION

MOVE TO RECOMMEND TO THE FULL BOARD OF ALDERMEN TO APPROVE THE ADDITIONAL APPROPRIATION OF \$10,835.68 TO THE STANDARD DEMOLITION CONTRACT AS RECOMMENDED BY SEDC AND RELATING TO ENVIRONMENTAL CONDITIONS UNIDENTIFIABLE DURING PRE-CONSTRUCTION AND LOCATED IN AREAS INACCESSIBLE DUE TO UNSAFE CONDITIONS CREATED FROM AN EARLIER FIRE. FUNDING TO COME FROM _____.

4. TENNIS COURT LIGHTING AT EAST VILLAGE PARK

MOVE TO RECOMMEND TO THE FULL BOARD TO ACCEPT THE LOW BID OF AERIAL LIGHTING & ELECTRIC – MUSCO SYSTEM, BID #26-11, FOR TENNIS COURT LIGHTING AT THE EAST VILLAGE PARK WITH FUNDING NOT-TO-EXCEED \$69,850 TO COME FROM LOCIP. FURTHER, THAT THIS ITEM BE ADDED TO THE CAPITAL IMPROVEMENTS ACCOUNT.

5. AMENDED LEASE RENEWAL – 58 PERRY HILL ROAD

MOVE TO EXTEND THE LEASE OF THE RESIDENTIAL PROPERTY AT 58 PERRY HILL ROAD FOR TENANTS DOROTHY BURRITT, CATHERINE CROWTHER AND ROBERT BURRITT PER THE ATTACHED EXTENSION AND AUTHORIZE MAYOR MARK A. LAURETTI TO SIGN ANY NECESSARY DOCUMENTS.

2. TERM – THE TERM OF THE LEASE WILL BE FOR A PERIOD OF (1) ONE YEAR COMMENCING ON MARCH 1, 2005 AND TERMINATING ON FEBRUARY 28, 2006.

3. RENT – YOU AGREE TO PAY US TOTAL RENT OF ELEVEN THOUSAND SEVEN HUNDRED SEVENTEEN DOLLARS AND NO/100 (\$11,717.00) AS FOLLOWS:

A) YOU AGREE TO PAY NINE HUNDRED SEVENTY SIX DOLLARS AND FORTY CENTS (\$976.40) ON THE FIRST DAY OF EACH AND EVERY MONTH BEGINNING WITH THE FIRST DAY OF MARCH 2005 AND ENDING ON THE FIRST DAY OF FEBRUARY 2006

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.

6. AQUARION WATER COMPANY BILL – 58 PERRY HILL ROAD

MOVE TO RECOMMEND TO THE FULL BOARD OF ALDERMEN THAT THE TENANTS AT 58 PERRY HILL ROAD BE REIMBURSED FOR FIFTY PERCENT OF THE WATER BILL DATED JULY 2005. THE ADDITIONAL USAGE WAS THE RESULT OF FAULTY EQUIPMENT IN THE EMPTY APARTMENT IN THE BUILDING.

7. SIS ARBITRATION LITIGATION BILLING – FUNDING REQUEST

MOTION TO BE PROVIDED

8. EXPANSION OF AUDITORIUM LOFT – ADMINISTRATION OFFICES

DISCUSSION

LOCIP ELIGIBLE

9. BID #26-12 FAIRMONT PLACE / CORAM AVENUE STAIRWAY RAILING REPLACEMENT.

MOVE TO RECOMMEND TO THE FULL BOARD TO ACCEPT THE LOW BID OF ABC FENCING, BID #26-12, FOR A GALVANIZED STEEL WELDED RAIL WITH PRICING NOT-TO-EXCEED \$5,700.00 WITH FUNDING TO COME FROM LOCIP. FURTHER, THAT THIS ITEM BE ADDED TO THE CAPITAL IMPROVEMENTS ACCOUNT.

10. PLANIMETRICS CONTRACT

MOTION TO BE PROVIDED

11. AIR CONDITIONING UNITS – ECHO HOSE FIREHOUSE – ADDITIONAL FUNDING

MOVE TO RECOMMEND TO THE FULL BOARD TO APPROVE THE INVOICES TOTALING \$9,915.89 FOR THE INSTALLATION OF AIR CONDITIONING UNITS AT THE ECHO HOSE FIREHOUSE WITH FUNDING TO COME FROM LOCIP. FURTHER, MOVE TO ADD THESE ITEMS TO THE CAPITAL IMPROVEMENTS ACCOUNT.

Invoice breakdown:

Maral Construction LLC.	\$1,200.00
Carrier	\$11,650.00
Home Depot	\$156.87
Johnstone Supply	\$201.25
Hetz Sheetmetal LLC	\$1,200.00
G.C. Monaco Electric	\$3,677.77
Sorge Industries	\$540.00
Sorge Industries	<u>\$290.00</u>
TOTAL	\$18,915.89
Previous LOCIP deduction	\$9,000.00
New Balance to be approved	\$9,915.89

***** NOTE: ORIGINAL LOCIP FUNDING OF \$9,000.00 APPROVED ON OCTOBER 14, 2004 minutes attached**

12. PAVILION BUILDING FOR DOWNTOWN SLAB

DISCUSSION

POSSIBLE MOTION TO REQUEST

OLD BUSINESS

13. LADIES ROOM RENOVATION - CITY HALL

DISCUSSION

LOCIP ELIGIBLE