

**SPECIAL
BOARD OF ALDERMEN
FINANCE COMMITTEE**

TUESDAY, NOVEMBER 29, 2005

AT 6:30 PM IN THE AUDITORIUM

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 September 28, 2005

- 2. OCTOBER STATUTORY REFUNDS**
- 3. NOVEMBER STATUTORY REFUNDS**
- 4. ANTHEM DEMUTUALIZATION – LEGAL SERVICES FEES**
- 5. 2006 GRAND LIST REVALUATION**
- 6. CHIEF OF POLICE CONTRACT AMENDMENT**
- 7. OFFICIAL NAMING OF THE SLAB**

OLD BUSINESS

- 8. MOTOR VEHICLE DISABILITY EXEMPTIONS**

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 SEPTEMBER 28, 2005.**



Board of Aldermen
Shelton, Connecticut

FINANCE COMMITTEE - SEPTEMBER 28,
2005

Call to Order / Pledge of Allegiance

Alderman Stanley Kudej, Chairman, called the meeting to order at 5:35 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 - excused

Public Session

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

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

Two things. A number of things. Under Statutory Refunds, when did this board approve the figure in the budget of \$950? There is a figure of there of \$950. On the budget run. When did this Board, on page 1 account 001-0000-311.13-00 – Revenue. When was that figure approved by this Board and sent on to the full Board for approval? I've gone through the minutes. It is taken away, so money has been expended. When did you approve that \$950?

Alderman Anglace stated, I understand that there are certain changes in the Statutes that allow the Tax Collector to make adjustments

without Aldermanic approval. It can be done. I'm not saying that particular figure was done that way, but it is a possibility.

Mr. Crawford continued, it originally came out in the run of 8/18 – a month ago. This \$950.

Alderman Anglace stated, I will have that checked out. I don't think a reduction of expected revenue to the tune of \$950 was ever made by this Board since the fiscal year began. It must be a statutory allowed adjustment made by someone else – notably the Tax Collector – who has the authority. We will ask for an explanation.

Mr. Crawford continued, I brought before, and it should be brought to this Board – look under the Revenue section, page 2, building fees educational assessments 001-0000-341.25-00. If you look at the adjusted budget which is \$9,000, YTD actual is a minus of \$877. The balance figure now reads \$9,877. There is an error there. These are items brought before A & T and I talked to the Assistant Finance Director as to overexpended items.

Economic Development Commission annual report 001-0700-414.30-36 is \$1,974 overdrawn.

Planning and Zoning update plan 001-0900-414.30-34 – overdrawn \$5,000

Planning and Zoning zoning fees 001-0900-414.50-06 - \$100

Automated system – Library – 001-4400-621.60-15 - \$1,898

001-4500-911.70-04 – Short Term Investment Interest under Debt Services - \$37,397

Total - \$46,000

But the one that I really should bring to your attention is under short term investment notes. It is overdrawn \$37,397. If you look under the debt services I brought this to the attention at the last meeting of the Board of A & T and here is what was,

If I may, would you mind reading those into the record.

The question is that when I brought this to A & T their response to me was, it seems that you came out with all this information, why don't you talk to the Assistant Finance Director, get the information and copy me as Chairman of the Board.

When I spoke to the Assistant Finance Director, I asked her, is there a time limit that you have to send a letter to the Department Head so that he can come before Board of Apportionment & Taxation to make interdepartmental transfers? We are overdrawn \$46,000. She said "I have not notified any department heads or sent out any letters as to contact the Board of Apportionment & Taxation to make interdepartmental transfers because I am too busy with the audit." One of those accounts will have to be referred to the Board of Aldermen – the one under Debt Services. The only place they can come up with that is approval by full Board of Aldermen and taken out of Contingency.

Last question I asked, what was that \$58,863 expended upon? That is what shows in the runoff. She said that was paid to State Street Bank and Trust. That's all I get. I thought that as a member of the Board of Apportionment & Taxation this should be brought to the attention of the Board of Aldermen.

The Charter says if you don't have enough money, go to Board of Apportionment & Taxation and get a transfer. If those accounts come up and there's not enough money to pay a bill, I would think the department would be advised as they always have been, that you have to go to the Board of Apportionment & Taxation and see if there is money to transfer from another account. This wasn't done.

That has not been done. When I looked at debt services, I said, where, under their line item, all those bond issues, everything that is calculated under debt services, they've calculated those in right to the penny. Where are we going to come up with \$37,000? From the Board of Aldermen under Contingency.

Alderman Anglace stated, debt service is a known issue. You know what you're going to pay, you know the principal, the interest, it's all figured out. That is in the budget each year, figured to the penny.

Mr. Crawford continued, you gave an authorization of a budget of \$21,466 yet \$58,863 has been expended. Under debt services, short term interest. That is something for the Board of Aldermen.

Alderman Anglace stated, your points are well taken. We will visit it when the minutes are finished.

Mr. Crawford asked, has the Finance Director come back with any appropriate information as requested by this Board last month when he came here and spoke to you in reference to the going out to bid for heating fuel and for diesel and gas? "The Finance Director stated to this board that he was to contact the City of New Haven and City of Waterbury and investigate their ideas of why they have done it."

Mr. Sewack explained that he spoke with Lex from Buckley Fuel concerning #2 heating fuel. There is something they can do to lock in a price, already. I passed the information on to the Finance Director. We have been following the price. It was \$2.06 a month ago, last week \$2.30. It's up to \$2.35 in New Haven Harbor.

Alderman Anglace stated – we have not, I have not received anything back from the Finance Director. All I know is that they are piggybacking the State.

Mr. Crawford stated, per the Finance Director he stated, "...concur with Mr. Duggan's decision to piggyback on the State pricing." He said he was going to check.

Why didn't the City of Shelton go out to bid for heating fuel, unleaded gas, diesel fuel and low sulfur fuel? When I read the minutes and what was going to be on the agenda this evening I did not see anything pertaining the Finance Director giving an updated report. If you would like to sit and talk to me I can give you a lot of information transferred to me through that four-hour meeting with Michael V. Fumiatti – Purchasing Agent – New Haven.

Alderman Anglace stated, we certainly appreciate your efforts and diligence. Put it in the record and I will share it with the Finance Director and get him to put something in the record to inform us. All

of us represent the taxpayers. If there is a way for the taxpayers to save money, it must be explored. We would like to hear from the Finance Director based on the information you put forth.

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.

1. Approval of Minutes

Alderman Anglace MOVED to recommend to the full Board to waive the reading and approve the minutes of the regular Finance Committee meeting of August 23, 2005; SECONDED by Alderman Kudej. A voice vote was taken and the MOTION PASSED 2-0.

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 \$19,036.34 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; SECONDED by Alderman Kudej. A voice vote was taken and the MOTION PASSED 2-0.

3. New Appropriation – Axton Cross / Fuge Demolition

Alderman Anglace MOVED 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 Shelton Economic Development Corporation 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 the Axton Cross Account 401-0000-950.80-75; SECONDED by Alderman Kudej. A voice vote was taken and the MOTION PASSED 2-0.

4. Tennis Court Lighting at East Village Park

Alderman Anglace stated, we were going to recommend acceptance of the low bid. My suggestion is, I'm not opposed to it, not objecting to it, but I think the Energy Management Committee is going to implement the Energy Plan and will eat up a lot of LOCIP funds. Their first task is to identify where we're getting rebates. I'm reluctant to make too many commitments of LOCIP funds until the committee comes back with some numbers. Use the time to check with the Recreation Committee whether they think resurfacing of the courts is a higher priority than the lights. Would like to hold in abeyance without prejudice until we find out more about LOCIP. No action.

5. Amended Lease Renewal – 58 Perry Hill Road

Alderman Anglace MOVED 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 of the contract remain unchanged.

SECONDED by Alderman Kudej.

The cost of living was based on an incorrect figure. Should have been based on \$11,376 per year. That is the reason for the revision.

A voice vote was taken and the MOTION PASSED 2-0.

6. Aquarion Water Company Bill – 58 Perry Hill Road

Alderman Anglace MOVED 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 undetected faulty equipment in the empty apartment in the building. Reimbursement of \$161.48 to come from the Claims Account. SECONDED by Alderman Kudej. A voice vote was taken and the MOTION PASSED 2-0.

7. Shelton Intermediate School Arbitration Litigation Billing – Funding Request

Alderman Anglace MOVED to TABLE until all final bills are received; SECONDED by Alderman Kudej. A voice vote was taken and the MOTION PASSED 2-0.

8. Expansion of Auditorium Loft – Administration Offices

This is a second floor of City Hall. Where you have the Personnel people, the Recycling people and Board of Aldermen Clerk. They are requesting building 6 feet of space going out over the auditorium to create more room in the room.

Alderman Anglace MOVED to recommend to the full Board to authorize Mayor Mark A. Lauretti to determine the scope of the job and its costs; SECONDED by Alderman Kudej.

Joe Sewack explained that the area below was a “temporary” add-on to the building and that there is really nothing is there for support. It would have to be looked at by an Engineer.

A voice vote was taken and the MOTION PASSED 2-0.

9. Bid #26-12 – Fairmont Place / Coram Avenue Stairway Railing Replacement

Alderman Anglace MOVED 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 with funding to come from LOCIP; and further,

MOVED that this item be added to the Capital Improvements Account; SECONDED by Alderman Kudej.

A voice vote was taken and the MOTION PASSED 2-0.

10. Planimetrics Contract

Alderman Anglace MOVED to TABLE; SECONDED by Alderman Kudej. A voice vote was taken and the MOTION PASSED 2-0.

11. Air Conditioning Units – Echo Hose Firehouse – Additional Funding

Alderman Anglace MOVED to recommend to the full Board to appropriate an additional \$9,915.89 for the installation of air conditioning units at the Echo Hose Firehouse, bringing the total to \$18,915.89 for the installation of air conditioning with funding to come from LOCIP; and further, MOVED to add this items to the Capital Improvements Account; SECONDED by Alderman Kudej.

Alderman Anglace stated, it is my understanding that the only bill not paid is the first one, \$1,200. Everything else is paid. All we're doing is to increase the amount subject to LOCIP by \$9,915.89. This appears to be one of those jobs that you had to figure out as you went along.

Mr. Sewack explained, this happened in June. We couldn't use the water-cooled units. There were too many code violations. Determined to go with air-cooled units. Custom fabrication of ductwork. Have

another unit, still, 7,500 BTU unit in the front lobby of Plumb Library – can't use it – will be move to front area of the firehouse, instead of rooftop unit. Will be wiring and sheet metal costs if that's what we decide to do.

Alderman Anglace stated, these items, 540, 156, supplies, home depot, sheet metal, thermostat, this project appears to be one you had to build to support as you went along.

Thermostat – 201 seems like a lot – had to be a special one made for a Carrier unit. Had to run a whole new electric line to get the circuitry up there, wires were the wrong size. A lot of it had to be piped. Same with masonry. Brickwork was a foot thick that had to be cut twice, and dampers fit in them.

This was a custom job at a very busy building in the middle of summer. Thanks to Joe for coming to explain it. Good for the Aldermen to have the background. They'll see it and have the whole picture. Appreciate the fact that this was a job that I remember when it happened. Hot – middle of summer – had to be done. A lot of adjustments and customization had to be done. It was a good job – it came out good.

A voice vote was taken and the MOTION PASSED 2-0.

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 approved on October 14, 2004 - minutes attached

12. Pavilion Building for Downtown Slab

Alderman Anglace explained, some time ago Parks & Rec recommended a pavilion be built at the slab. Revisited it recently and came back to us and the same has to be done – we have to explore it, design it, develop it, get everything in motion.

Alderman Anglace MOVED to recommend to the full Board to authorize the City Engineer, the Shelton Economic Development Corporation, the Purchasing Department and Parks & Recreation Director and Maintenance Supervisor to work together to draw up specifications and dimensions for the solicitation of bids for a downtown pavilion located across from the Farmers' Market area, with architecture consistent with the existing Farmers' Market building; and further,

MOVED that the Board of Aldermen shall approve the final specifications prior to the bidding process; SECONDED by Alderman Kudej.

This would be located to the left of the Veteran's Memorial for use by everybody. It would eliminate the need to put up tents in some cases.

Mr. Sewack explained, there's a built in sprinkler system there, on the left side. It would work on the right side, though. There is also a temporary electrical service there. They were going to come off the pole at the corner, go underground, and stop right there. Looking at it again, that pole is coming down because everything is going to be underground. There may be funding to put a conduit underground, bring it up near the fake rock, and to that point, it won't be much

further to where the pavilion could be. There are companies that make prefabricated – I can pass that information on as well.

Alderman Anglace - this motion is suggestion, and not cast in stone. These people have to talk, plan, think and come up with an idea. Joe – you might join them.

If we build it, they will look at details such as electrical service, lighting, plumbing if feasible, or use Farmers' Market building, will cooking be allowed? I don't know the answers. We need to get somebody specifically assigned to start the planning. It's a complimentary function for the use of the slab.

Alderman Kudej - we should do it right with all the facilities there – plumbing, electrical. Might be conducive for seniors and handicapped people and don't want them running across the street.

Alderman Anglace MOVED to add the Maintenance Supervisor to the list (Amendment underlined above); SECONDED by Alderman Kudej. A voice vote was taken and the AMENDMENT PASSED 2-0.

A voice vote was taken and the MOTION PASSED AS AMENDED 2-0.

TAPE ONE, SIDE ONE ENDS
TAPE ONE, SIDE TWO BLANK

13. Ladies Room Renovation – City Hall

Alderman Anglace - we approved renovation a long time ago. Still funding for that in an old LOCIP account. No water running. No hot water. Difficult. When will this be started? I got a complaint last week.

Mr. Sewack - Not decided, but did change the faucets. Will check the water temperature. It's going to be a winter project. This winter. Strapped with construction work during normal working hours because of fumes, paint, dust.

Alderman Anglace – the first delay was, where the ladies could go instead. There is one restroom down the hall they could use. Talked

about this a long time ago. It's not going to be an overnight project. Expectation is to renovate it like the men's room.

Mr. Sewack – we plan to change the sinks. Will lose one stall. It's not going to happen overnight.

Alderman Anglace - the ladies understand that it has to be off limits for a while, but not forever. Please when started get it done as fast as possible and the sooner the better. They constantly remind us that the men's room is very nice.

Adjournment

At approximately 6:30 p.m., Alderman Anglace MOVED to adjourn; SECONDED by Alderman Kudej. A voice vote was taken and the MOTION PASSED 2-0.

Respectfully submitted,

Patricia M. Bruder
Clerk, Board of Aldermen

2. OCTOBER 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 \$24,267.20 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

OCTOBER 2005 Statutory Refunds			
ACCOUNT #	NAME	AMOUNT	REASON
04-01-1083	Associates Leasing inc	\$ 99.08	Sold
03-01-1166	Automotive Rentals inc.	\$ 117.26	Sold
04-01-1602	banc of America Auto	\$ 38.81	Sold
04-03-808	Bauer	\$ 26.77	Wrong Amount Paid
04-01-2607	Biebal	\$ 6.50	Wrong Amount Paid
04-01-3573	Braunhardt	\$ 9.53	Moved
04-01-4153	Buffone	\$ 30.83	Sold
04-01-38360	The Captus Group Inc	\$ 77.09	Sold
03-01-5445	Chase man Auto Fin Corp	\$ 5,618.17	Sold
04-01-57788	Chen Yi Ren	\$ 7.62	Moved
03-01-5725	Chevy Chase Bank	\$ 1,099.27	Sold
04-01-6189	Clark	\$ 14.36	Sold
04-01-6986	Creative Craftsman	\$ 12.05	Sold
04-01-7287	Custom Windows	\$ 9.00	Wrong Amount Paid
04-01-7326	czajkowski	\$ 18.47	Destroyed
04-01-7436	Damlier Chrysler	\$ 5.12	Wrong Amount Paid
04-01-7563	Dandorph	\$ 49.30	Assessment Wrong
04-03-3136	Dang Nam	\$ 1,752.16	Wrong Amount Paid
04-01-7797	Day	\$ 212.85	Sold
03-01-7811	DCFS	\$ 321.94	Sold
04-01-8241	Dellarocco	\$ 19.13	Sold
04-01-8883	Dikovsky	\$ 21.16	Sold
04-01-9498	Dubois	\$ 5.61	Sold
04-01-9619	Duley	\$ 11.80	Sold
04-01-10179	Emilio	\$ 81.06	Sold
04-01-10653	Fauci	\$ 21.66	Sold
04-01-10702	Febbroriello	\$ 12.62	Sold
03-01-37788	Filek	\$ 75.37	Sold
03-01-11355	Ford Motor Credit	\$ 611.48	Sold
04-01-12635	Giannattasio	\$ 30.76	Moved
03-04-580	Hewlett packard Financial	\$ 4,327.56	Reported Assessts Incorrectly
04-01-38225	Hoag	\$ 20.50	Sold
04-01-15091	Holst	\$ 110.52	Moved
04-01-15217	Honda Leasing	\$ 219.53	Sold
03-01-15707	Ignatowicz	\$ 5.91	Sold
04-03-6308	Isreal Hill Greenspace	\$ 302.53	Assessment Wrong
03-01-15913	Jacobacci	\$ 48.41	Sold
04-01-16450	Johnson	\$ 20.76	Sold
04-01-38230	Jones	\$ 9.44	Sold
04-03-7064	Kolaski	\$ 1,059.31	Paid Twice
04-01-21600	Mayar	\$ 27.36	Sold
04-01-21655	Mazerolle	\$ 15.25	Sold
03-01-21723	McGuire	\$ 358.80	Destroyed
03-01-22085	Mercedes	\$ 1,441.05	Sold
04-01-23314	Moran	\$ 24.70	Sold
03-01-24147	Nissan	\$ 1,431.57	Sold

3. NOVEMBER 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 \$3,989.00 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

4. ANTHEM DEMUTUALIZATION – LEGAL SERVICES FEES

MOVE TO RECOMMEND TO THE FULL BOARD THAT \$70.18 (SHELTON SHARE OF THE ANTHEM DEMUTUALIZATION LAWSUIT) BE PAID TO SULLIVAN, SCHOEN, CAMPANE & CONNER, LLC WITH FUNDS TO COME FROM PROFESSIONAL SERVICES ACCOUNT 001-1900-411.30-01.

5. 2006 GRAND LIST REVALUATION – PROFESSIONAL SERVICES AGREEMENT

MOVE TO APPROVE THE CONTRACT FOR THE IMPLEMENTATION OF THE REAPPRAISING AND PHYSICAL INSPECTION OF PROFESSIONAL SERVICES APPRAISAL OF COMMERCIAL, INDUSTRIAL AND PUBLIC UTILITY PROPERTIES TO LEARY COUNSELING AND VALUATION INC, NEW HAVEN CONNECTICUT NOT TO EXCEED \$_____. WITH FUNDING OF \$_____ TO COME FROM FISCAL YEAR 2006/2007 PROFESSIONAL SERVICES ACCT 001-5300-412-30.01 AND \$_____ TO COME FROM 2005/2006 PROFESSIONAL SERVICES ACCT 001-5300-412-30.01.

FURTHER, MOVE TO AUTHORIZE MAYOR MARK A LAURETTI TO SIGN ANY NECESSARY DOCUMENTS.

6. CHIEF OF POLICE CONTRACT AMENDMENT

MOVE TO RECOMMEND TO THE FULL BOARD THAT THE CONTRACT WITH ROBERT VOCCOLA, CHIEF OF POLICE BE MORTIFIED; THAT THE RETIREE MEDICAL INSURANCE ELIGIBILITY PROVISION BE WAIVED AND THAT THIS INSURANCE BE GRANTED FOR A PERIOD OF NINETEEN (19) MONTHS AT A COST OF \$21,793.40 AND FURTHER, THAT THIS AMOUNT BE PAID IN LUMP SUM WITH FUNDING TO COME FROM THE CONTINGENCY GENERAL ACCOUNT 001-9900-900.99-00.

7. OFFICIAL NAMING OF SLAB

MOVE TO OFFICIALLY NAME PHASE I OF THE DOWNTOWN REVITALIZATION PROJECT CONTAINING A RIVERWALK, A FARMERS MARKET, OPEN SPACE AND VETERAN'S MONUMENTS AS "RIVERWALK – VETERANS PARK"

THIS NAME WAS OFFERED BY THE AMERICAN LEGION, POST 16 AND WAS SO DESIGNATED IN SEDC REFERENCE THROUGHOUT THIS PROJECT. THE NAME IS A FITTING DESCRIPTION OF THE INTENDED USE AND HONORS THE MEMORY OF SHELTON VETERANS OF ALL WARS.

OLD BUSINESS

8. MOTOR VEHICLE DISABILITY EXEMPTIONS

DISCUSSION