



BOARD OF ALDERMAN
SHELTON, CONNECTICUT
***SPECIAL FINANCE COMMITTEE
MEETING MINUTES- MARCH 22, 2011***

Call to Order / Pledge of Allegiance

Alderman Stanley Kudej, Chairman, called the Special Finance Committee meeting to order at approximately 5:30 p.m.

Roll Call - Finance Committee

Alderman Stanley Kudej, Chairman, present
Aldermanic President John F. Anglace, Jr. - present
Alderman Anthony Simonetti – present

Others Present:

Mayor Mark A. Lauretti
Public Works Director, Paul DiMauro Jr.
Shelton Police Department, Captain Michael Madden
Shelton Police Department, Lt. Robert Kozlowsky

Public Session

Alderman Kudej asked if any member of the public wished to address the committee. Being none, he declared the public session closed.

1. Approval of Minutes

Alderman Simonetti moved to waive the reading and approve the Special Finance Committee Meeting Minutes of January 11, 2011 and January 25, 2011; SECONDED by Alderman Anglace.

Alderman Stanley Kudej stated, I want to read into the record at the January 11, 2011 Finance Committee meeting, Mr. William Bragg spoke during that Public Portion. He observed:

- That past audit reports indicate a practice of building a reserve into the operational budget
- That he thinks it creates an illusion
- That he wanted to know if we have considered changing that practice and instead, setting up a reserve or contingency account outside the operating budget
- That he thinks this would be a better way to control operating expense

At the time, I said that we can talk about it and that we would take his suggestion under consideration.

Mr. Bragg offered his assistance and pointed out that he had 20 years in budgeting as a practitioner and academic.

Mr. Bragg's comments and his offer of assistance are appreciated. I thought I should share with you my thoughts relative to his comments then if the Finance Committee thinks there needs to be further work done on this you can advise me.

First, let me say that the audits (past and present) indicate excellent cost control utilizing the current budgetary practice.

Few, if any other Connecticut municipalities have held the line on taxes for 3 years and then proposed to lower taxes in the fourth year, especially in this economic climate.

We have found that line item and departmental budgeting allows us to react early to revenue short falls and contingencies, should they occur. With significant amounts of our revenues coming from outside sources, especially state government, there is a need to closely monitor and control individual accounts within the budget as the fiscal year progresses.

Contingency accounts outside the operating budget are not considered a generally accepted municipal accounting practice as explained in the GASB Fund Balance and Government Fund Type Definitions.

Consequently, I do not see the need to examine this suggestion any further. Thank you.

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

2. TRANSFER STATION FEES

Alderman Simonetti moved to recommend to the Full Board adoption of the Shelton Transfer Station "Contractor's Rules

and Fees” for Disposal of Construction Debris/Bulky Waste as presented and discussed at the March 22, 2011 Finance Committee Meeting. SECONDED by Alderman Anglace.

Alderman Anglace stated, that Paul DiMauro the Director of Public Works is present and the Chairman has given him the opportunity to speak.

Paul DiMauro stated, I want to give everyone a general overview of the situation. Basically, I’m not asking for any change of the rules per say as they are. I’m merely defining them so we have them in black and white so the operators (Transfer Station employees) and contractors understand what is expected of them. The main change and what I’m asking for real approval of is the establishment of the fee schedule as shown here (Attachment A). Previous to this, these fees were being charged arbitrarily. When I say arbitrarily, they were set arbitrarily without benefit of the legislator of the City authorizing them or establishing any fee basis. They were done on the basis of \$5.00 units and selling coupons worth \$25.00, where the operators at the Transfer Station simply punch 5, 10, 15, or 20. That seems to me one-way of a way of a lack of control and I don’t like that type of methodology. To establish the fee’s we know generally how much it costs to get rid of the items and the average is somewhere around \$85.00 per ton. This is to get rid of bulky waste and contractor’s material as a whole average. Contractor’s material can be a little bit more than let’s say bringing down a couch or something of that nature. Couch’s are lighter and naturally takes up more room but its less weight. I then researched other communities and operations. We don’t have a scale by the way, if we put a scale on it would simply say I want \$85.00 per ton, put the

scale on and charge by the pound. We don't have a scale, we don't have the luxury of a scale nor do I think we need one. We don't expect to get mass deliveries like many communities do where they are the only place to go is the Transfer Station. I did some research with private operators and they did averages for me of various sized vehicles and that's where the basis of these numbers are based, on the averages of what most pickups or trailers would bring in. So it's not meant to be an exact science but, it's meant to bring in an average. Like I said, it's cost us between \$75.00-\$90.00 depending on the loads and what they are. This is a reflection to try and get most of that back. It's meant to be for contractors only. A while back they were also collecting from residents; the administration stopped collecting from residents. We have come up with a system where residents dump anything from their place of residence for nothing. Not commercial and not any commercial establishment. But any resident can bring bulky waste down at no charge. We take batteries and brush only for residents starting at the 1st of next month. When you go to construction debris, if a resident is doing zone work, they can bring it down without a problem as long as they have the proper permits. Going back to the contractors, I have tried to make it so we can establish "who" and "where" it comes from. Any contractor that brings down construction debris examples such as; sheet rock, toilets or sinks, must show a valid Shelton Building permit. The permit must be fairly current, we will not turn a resident away, and we will go and check into it because we don't want to disturb anyone's operation. However, if it's a contractor he needs to provide us with a permit or we will get on the phone with the Building Official and verify it, including the address and the description of work. So if the contractor is doing a renovation of walls and

he is bringing in a bath tub, he will be stopped and asked to show a plumbing permit. This will be another way of checking to make sure that permits are being applied for safety reasons. If someone is doing massive renovations without a permit or inspections you can have a situation where electrical can be put in wrong or something of that nature. So we will be checking permits for all contractors looking to discard construction debris. Anyone that brings in bulky waste, the clean up guys will make a call to the dump for you. They will have to complete a form including the name and address of the resident and sign where they picked up the item. Periodically, we will check with the resident to be sure that it came from there. There is always someone who is going to try and beat the system, we are aware of that and we are going to watch as much as we can. There is no cash being handled at the Landfill and we never have handled any sort of revenue at that site. It's not that I don't trust the people down there because I do but, I feel that it's good to keep that part separated. We have always collected fees at the Highway Department and we are going to expand that to the City Town Clerk's Office. The Highway Department will take nothing but checks, no cash. If you can't provide a check, City Hall can handle a debit card. We aren't there to compete with the haulers that are doing major demolition work. We are only looking to accommodate the smaller contractors that for example are doing a bathroom renovation or something of that nature. So we say all vehicles must be manually unloaded and we don't have the facility to dump vehicles nor do we want too. This is mainly an accommodation for residents. We won't take roofing material's from contractors they should be recycled and we don't have the ability to do that. We will take them from residents when they do their own work and

we will separate the material into two different containers and recycle it. Basically, we aren't looking to be in the business, we are doing this to accommodate our residents, so their contractors have a place go but it has to be originating from a place of residents in the City of Shelton. Not an apartment house owner who is renovating six apartment houses, that's a business and all business should have to pay. That's the way we have established the rates.

Alderman Kudej asked, so your saying residents don't need to have permits?

Paul DiMauro replied, yes they do, to do work.

Alderman Kudej asked, for the small jobs too?

Paul DiMauro responded, absolutely. Let me say this, if it doesn't require a permit and the individual comes into the Highway Department and they are trying to pay for something that doesn't require a permit, we would tell them that they don't have to pay for it. If the Building Officials say that the work is described requires a permit, and then they should have a permit. If they don't need a permit there is no charge anyway. So only when the City requires the permit would they have to show evidence of a permit. If a resident comes in and explains that they have a permit but it was accidentally left at home, no problem the dump will take the information down and we will check with the Building Inspectors office.

Alderman Kudej asked, brush is going to be down at the Transfer Station?

Paul DiMauro replied, brush is going to be down at the Transfer Station starting April 1, 2011. All brush will be handled down there; chipped and piled. Another good thing about having it down there is that there will be a pile for the residents to take chips for their own use. There will be a pile available so residents can swing in and hopefully take something out. We also just ordered a shed to leave items in that are just too good to throw away and if they are there for a few weeks it will end up in the dumpster.

Mayor Mark A. Laretti interjected, \$220 for a shed.

Paul DiMauro responded, it will recycle a lot of bicycles. The reason why we are doing this is if you go down there now you'll see items all over the place. I don't want that, I want it all cleaned out. We have a tent coming down it will be the first item there and we have a recycling bin going down there this Friday so we will be able to accept recycling materials down there for the first time this Friday. The only thing we won't be able to take there is drain oil that will have to be taken to the Highway Department.

Alderman Stan Kudej questioned, what about refrigerators?

Paul DiMauro replied, the Landfill will take them at no charge. They also no longer cost us any money to get rid of. We made an arrangement with an outfit that takes all Freon loaded items. You will see it in this year's budget that I cut it out of the budget. We were paying to have the Freon removed; we now have an outfit that will accept them "as is" it's their responsibility to do it and they salvage the metal out of them.

Alderman Stan Kudej asked, do the doors have to be taken off?

Paul DiMauro responded, that the doors do need to be taken off. We take all other appliances in fact light metals are a revenue source for us. So the real change here is establishing the fee bases and a fee bases which is fair.

Alderman John Anglace stated, our motion says that we are going to recommend to the Full Board adoption of the rules and fees as represented and discussed at the March 22, 2011 Finance Committee meeting. So would you show us that document and give the clerk a copy of what it is you are discussing?

Paul DiMauro injected, there it is right here. If you need it emailed to you I can email it as well.

Alderman John Anglace asked, does everyone have this?

Paul DiMauro stated, that the only change from the last version was that I added the Highway Departments check collection.

Alderman John Anglace stated, that we don't have the document that he is presenting and discussing. It's the same content that we had earlier but in a different format.

Alderman Stan Kudej asked, the small plastic containers that you can buy at Home Depot or Lowes (tape inaudible)

Paul DiMauro replied, we aren't in the business to handle commercial waste. We are only taking small contractors and that type of thing.

Alderman Stan Kudej interjected, this comes folded up.

Paul DiMauro responded, No one has ever approached us about bringing one of those in. I think that you're going to find that when you buy those they have someone come to your house and pick it up. I don't know what they're charging but they aren't bringing it to our Transfer Station. They bring that to a commercial disposal place but not to us. We don't accept commercial material.

Alderman John Anglace stated, let me follow up on my issue here. I want to ask the clerk to get a copy of this document that you presented to each member of the Finance Committee immediately after the meeting, send it to us. We will get some questions from the press about this no doubt and we need the document. I know the content (tape inaudible)

Alderman Stan Kudej asked, are there any other questions?

Alderman Simonetti replied, he answered my questions about the permits.

Alderman John Anglace responded, from time to time you are going to see that things are going to change out of necessity.

Paul DiMauro interjected, as far as the rules portion of it, I view that as being an Administrative decision and I either

decide if it's small enough or consult with the Major if it's something at any consequence of the public. Also I would inform the Board of Alderman of it. But those are Administrative decisions on what rules are. The real teeth of this are the fees and that may after a while want to be changed if we view it as a problem. We are only there to accommodate the public and to accommodate the residents without a hassle.

Mayor Mark A. Lauretti stated, we are there to encourage the bringing of the debris to the Transfer Station so it doesn't end up on the road.

Paul DiMauro replied, absolutely that's a no brainer. However, you're never going to 100% get rid of that because some people go down when the Dump and Transfer Stations are closed and they don't want to go back with the load so they try and dump it.

Alderman John Anglace asked, one of the questions that I heard along the way, a contractor is not doing this work and I don't have any way of taking the waste down there. Will the City come and pick it up?

Paul DiMauro responded, No, I say no but there is so much that will be put out with the refuse that will be picked up.

Alderman John Anglace asked, so they should call?

Paul DiMauro interjected, all white goods can be arranged through the City to be picked up. In most times you can't even put it out at the curb and it's gone.

Mayor Mark A. Lauretti stated, at times people will leave debris on the street corner because they vacated a rental property. If we have the ability to identify who leaves the debris there, we will go and pick it up and we will assess the property owner. There are a lot of different things we do depending on circumstances to accommodate the public use.

Paul DiMauro replied, Mayor that's why this needs to be handled administratively.

Alderman Stan Kudej stated, I have cleanups at my little league fields and we plan on doing it within the next week or two. Last year, we had a couple of wooden planks that we replaced on the bleachers. We cut them up, loaded them up in a pickup truck, we took them down and they wouldn't take them because we didn't have the coupons.

Paul DiMauro replied, that's automatic its City work. You come down and there is no charge.

Alderman Stan Kudej responded, we did it on a Saturday morning and we brought it down there and they refused to take it.

Paul DiMauro interjected, just give me a call ahead of time so that they can identify that it is coming from City property. Just let us know ahead of time so we know its coming from a Shelton facility and not from an out-of-town outfit.

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

3. APRIL STATUTORY REFUNDS

Alderman Simonetti 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 \$2,621.34 be approved and that the Finance Director be directed to make payments in accordance with the certified list received from the tax collector with funds to come from the Statutory Refunds Account 001-0000-311.13.00. SECONDED by Alderman Anglace. A voice vote was taken and the MOTION PASSED 3-0.

4. TRANSFER OF FUNDS – 2010 AUDIT

Alderman Simonetti moved to recommend to the Full Board to transfer \$1,100 from Contingency General Account #001-9900-900.99-00 to Professional Services #001-0300-412.30-01 to cover increased audit fee for the 2010 audit. SECONDED by Alderman Anglace. A voice vote was taken and the MOTION PASSED 3-0.

5. RECREATION PATH FENCING – LOCIP ELIGIBLE

Alderman Simonetti moved to recommend to the Full Board to add the purchase of safety fencing along portions of the Shelton Lakes Recreation Path to the Capital Improvement Plan with funding in the amount of \$4,448 with funds to come from LOCIP. SECONDED by Alderman Anglace. A voice vote was taken and the MOTION PASSED 3-0.

**6. WATER SUPPLY LINE – LONG HILL
COMMUNITY GARDEN – LOCIP ELIGIBLE**

Alderman Simonetti moved to recommend to the Full Board to add the purchase of materials for a water line to be installed from the north end of Longview Road to the Long Hill Community Garden located at Klapik Farm to the Capital Improvement Plan with funding in the amount of \$1,709.66 to come from LOCIP. SECONDED by Alderman Anglace.

Alderman John Anglace asked, how long is this extension going to be?

Alderman Anthony Simonetti replied, 200 feet.

Mayor Mark A. Lauretti responded, the City water is in a cul-de-sac, we are going to take it from the cul-de-sac onto the property and put up a distribution station.

Alderman Anthony Simonetti stated, we bought 200 feet of pipe.

Alderman John Anglace asked, in the winter time that gets shut off?

Mayor Mark A. Lauretti replied, right.

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

7. WATER STORAGE TANK FOR SHELTON LAKES COMMUNITY GARDEN AT SOUNDVIEW – LOCIP ELIGIBLE

Alderman Simonetti moved to recommend to the Full Board to add the purchase of a 1,100-gallon storage tank for water to be used at the Shelton Lakes Community Garden located at 279 Soundview Avenue to the Capital Improvement Plan with funding in the amount of \$668.99 to come from LOCIP.

SECONDED by Alderman Anglace.

Mayor Mark A. Lauretti stated, let me just give an explanation why we are doing a water service on one property as apposed to a storage tank on another. There is a well on the property and we aren't sure how efficiently the well is operating.

Whether the well needs a new pump or not it would cost more to replace the pump then it would be to purchase a storage tank. The City water is across the street at a much further distance and it would require blasting.

Alderman Stan Kudej asked, how many people do we have up at the Klapik property?

Mayor Mark A. Lauretti replied, they are sold out and I think there are about 40 plots. We used them all up last year and this year too.

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

8. RECORDING SYSTEM FOR THE POLICE DEPARTMENT – LOCIP ELIGIBLE

Alderman Simonetti Moved to recommend to the Full Board to add the purchase and installation of a recording system for the Police Department to the Capital Improvement Plan with funding in the amount of \$12,924 to come from LOCIP. SECONDED by Alderman Stanley Kudej.

Alderman Stan Kudej asked, would the gentleman from the Shelton Police Department like say anything?

Captain Mike Madden stated, the Dictaphone recorder that records all the; incoming 9-1-1 calls, all the radio calls for EMS, Fire, Police Department, that recorder is obsolete and it is breaking. We have had it repaired a couple of times over the last 5years if it goes we are in trouble because there are no replacement parts for it. The solution to it or the reason we went with the bid that was slightly higher is because it's software and it's not a contained box. If we were to get a contained box and it breaks we would almost have the same problem we are in now. We would have to wait for a new box. However, with the software if there is a problem we can switch out computers and it puts the problem in different areas so it's not as expensive to repair. It's also the only option that will be compatible with whichever phone system we go to. They guaranteed us that the money to cross over will be minimal which, no one else was able to guarantee us in the past. What we are going to do with the one that is on its last leg is move it and try our best to make it operational down at the Street Department.

Alderman Anthony Simonetti asked, what this will do is record and how long will it hold the calls?

Captain Mike Madden replied, that will depend; seeing that its digital it depends on the storage and call volume.

Alderman John Anglace asked, when will you be asking us about getting more surveillance cameras?

Captain Mike Madden replied, we are working on that right now. We have the system all we need to do is install the cameras. We have a system up at the Police Department which, is software based now to put that downtown is not the number we were taking about years ago.

Lt. Robert Kozlowsky stated, now that we have the whole system, the hardware, and the camera so now there is a minimal amount of wiring that would go through but it wouldn't be much more than the cost of the camera. You can buy a digital camera now for about \$1,200.00 and it can be monitored right at the Police Department.

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

ADJOURNMENT

At approximately 6:05 p.m. Alderman Simonetti MOVED to adjourn; SECONDED by Alderman Anglace. A voice vote was taken and the MOTION PASSED 3-0.

Respectfully submitted,

Melissa Anglace
Acting Clerk, Board of Alderman

Attachment A SHELTON TRANSFER STATION

CONTRACTORS RULES AND FEES

for

CONSTRUCTION DEBRIS/BULKY WASTE: (Sheet rock, siding, plumbing fixtures, furniture & wood, etc.)

- Contractors dumping Construction Debris for work performed for Shelton residents must show proof of a Shelton Building Permit.
 - Contractors delivering Bulky Waste originating from a Shelton residence must provide name and address of the resident.
 - Fees must be paid in advance at the Office of the City/Town Clerk or at the Highways Department. Proof of payment is required to use the facility.
 - All vehicles must be unloaded manually.
 - Waste from outside the City of Shelton and commercial establishments are not accepted.
 - Roofing materials are not accepted from Contractors
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- | | |
|-------------------------|----------|
| • Van / Mini pick up | \$ 30.00 |
| • Pick up truck | \$ 45.00 |
| • Trailer (up to 8') | \$ 45.00 |
| • Trailer (8' - 12') | \$ 60.00 |
| • Mason Dump | \$ 60.00 |
| • Box Truck (up to 10') | \$ 60.00 |
| • Box Truck (up to 16') | \$ 80.00 |

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