



**CITY OF SHELTON
BOARD OF APPORTIONMENT & TAXATION
FINANCE COMMITTEE**

**MINUTES OF THE REGULAR MEETING
6:00 PM Thursday, October 13, 2011
SHELTON CITY HALL
54 HILL STREET
Room 104
SHELTON, CT 06484**

Roll Call

Mark Holden, Chairman, present
Judson Crawford, excused
Faith Hack, Board of A&T (acting for J. Crawford)
Gene Sullivan, Purchasing Agent, present

Others Present

Paul DiMauro, Highways & Bridges
Ed Fristice (sp?), W. H. Rose

Call to Order/Pledge of Allegiance

The meeting was called to order by Chairman Holden with the Pledge of Allegiance at 6:00 p.m. on Thursday, October 13, 2011 in Room 104. He indicated that Faith Hack from the Board of A&T would be acting for Judson Crawford at this meeting.

Approval of the Minutes

Chairman Holden indicated that they would table the minutes from the Regular Meeting of September 22, 2011 and the Special Meeting of September 29, 2011 until the next Finance Committee meeting.

New Business

OPEN BID #32-14 RE-BID INDOOR/OUTDOOR RECYCLING SYSTEM (2 bidders)

CESCO of New Haven, CT submits a non-collusion affidavit and the following bid information:

REC 21 Body with RL 21 lid, 23 Gallon Slim-Line Container with lid	
Quantity 1-20	\$54.00/each
Discounts for 1560 containers	\$43.60/each

Toter 45-Gallon Domed Top Litter Container with Liner
 Quantity 1-20 \$495/each
 Discounts for 104 containers \$465/each

Busch Systems of Barrie On, Canada submits a non-collusion affidavit and the following bid information:

Item #1 Waste Watcher Unit with Body, Lid and Label
 Quantity 1-5 \$119/each
 Discounts for 201 – 400 containers \$75.00/each

Item #2 Cafeteria and Outdoor Recycling Containers
 Quantity 1-5 \$595/each
 Discounts for 36-50 containers \$305/each

Faith Hack motions to accept the two bids for Re-Bid #32-14 Indoor/Outdoor Recycling Containers and refer them to Paul DiMauro for review and recommendation. A voice vote is taken. Motions passes (2-0).

OPEN RFP #32-15 AUDIT FOR ASSESSOR'S LAND VALUES (5 bidders)

Tax Management Associates of Charlotte, NC submits a non-collusion affidavit. TMA proposes a Contingency Fee in the amount 25% of all taxes, penalties and interest collected by the City of Shelton as a result of any individual audit. In a shared risk or Contingency Fee arrangement, TMA is paid based upon taxes, penalties and interest. TMA only invoices for its services after the City collects its additional monies.

Chairman Holden stated that they provide an Option 2 Per Audit Basis Fee which ranges from \$500 to \$10,000 per audit.

Northeast Financial Management Associates of Old Saybrook, CT submits a non-collusion affidavit and a Fixed Fee proposal of \$500 per account regardless of assessed value or asset size. Their Contingency Fee basis is 35% of the net collections that is to include taxes, interest and penalties less such costs as outside counsel, if required.

Mendola & Associates, LLC of Cohasset, MA submits a non-collusion affidavit. They do not provide a Contingency alternative. They submit various prices ranging from \$275 to \$6,000 depending upon the net assessed value.

Turner Business Appraisers, Inc. of Matthews, NC submits a non-collusion affidavit and a Per Audit Fee that ranges from \$400 to \$8,000. They guarantee that their fees will not exceed the bills and revenue collected by the City of Shelton. Chairman Holden commented that he was uncertain if that was on an individual account or on an overall basis. They do not provide a Contingency Fee.

Municipal Valuation Services of Fairfield, CT submits a non-collusion affidavit and pricing information for a Per Audit Fee on a fixed basis ranging from \$450 to \$4,500. They do not provide a Contingency Fee.

Faith Hack motions to accept the five bids for RFP #32-15 Municipal Personal Property Tax Audit and refer it to the department head for review and recommendation. A voice vote is taken. Motion passes (2-0).

OPEN BID #32-16 SNOW PLOW EDGES HIGHWAYS (3 bidders)

Chemung Supply Corp. of Elmira, NY submits a non-collusion affidavit and the following bid information:

132" Plow Blade	\$141.37
120" Plow Blade	\$128.52
10' Fisher Blade	\$128.52
Carriage Bolts	\$.89
Lock Nuts	\$.12

East Coast Sign & Supply of Bethel, CT submits a non-collusion affidavit and the following bid information:

132" Plow Blade	\$168.50
120" Plow Blade	\$153.25
10' Fisher Blade	\$148.00
Carriage Bolts	\$ 1.50
Lock Nuts	\$.50

Genalco, Inc. of West Haven, CT submits a non-collusion affidavit and the following bid information:

132" Plow Blade	\$177.38
120" Plow Blade	\$161.19
10' Fisher Blade	\$161.19
Carriage Bolts	\$ 1.24
Lock Nuts	\$.40

Faith Hack motions to accept the 3 bids for Bid #32-16 Snow Plow Edges Highways and refer them to Paul DiMauro for review and recommendation. A voice vote is taken. Motion passes (2-0).

OPEN BID #32-18 SNOW BOX PUSHER

H.O. Penn Machinery Co. Inc. of Newington, CT submits a non-collusion affidavit and a bid of \$6,400.

Bobcat of Connecticut in Stratford, CT submits a non-collusion affidavit and a bid of \$4,436.84.

Faith Hack motions to accept the two bids for Bid #32-18 Snow Box Pusher and refer them to Paul DiMauro for his review and recommendation. A voice vote is taken. Motion passes (2-0).

OPEN BID #32-19 ROAD DE-ICING SPRAY SYSTEM (4 bidders)

H.P. Fairfield, LLC of Columbia, CT submits a non-collusion affidavit and a bid of \$17,968.

Universal Body & Equipment of Oakville, CT submits a non-collusion affidavit and a bid of \$13,010.

Varitech Industries of Alexandria, MN submits a non-collusion affidavit and a bid for an exception to the specifications with a 1750 gallon tank (instead of an 1800 gallon tank) in the amount of \$15,000.

Park City Truck Equipment of Bridgeport, CT submits a non-collusion affidavit and a bid of \$19,250.

Faith Hack motions to accept the four bids for Bid #32-19 Road De-Icing Spray System and refer them to Paul DiMauro for review and recommendation. A voice vote is taken. Motion passes (2-0).

OPEN BID #32-20 MOTOROLA MINITOR V PAGERS FOR FIRE DEPT. (4 bidders)

Northeastern Communication Inc. of Naugatuck, CT submits a non-collusion affidavit and the following bid information:

Quantity 20-30	\$404.16
Quantity 31-40	\$396.32
Quantity 41-50	\$388.48
Engraving	\$ 5.00
Pager Nylon Case	\$ 8.25
Optional Extended Warranty for a total of 5 years	\$ 70.00

Continental Wireless Inc. of Dallas, TX submits a non-collusion affidavit and the following bid information:

Quantity 20-30	\$405.67
Quantity 31-40	\$405.67
Quantity 41-50	\$397.22
Engraving	\$ 5.00
Pager Nylon Case	\$ 7.50
Optional Extended Warranty for a total of 2 years	\$ 37.73
Optional Extended Warranty for a total of 4 years	\$ 75.46

WPCS International of Windsor, CT submits a non-collusion affidavit and the following bid information:

Quantity 20-30	\$386.75
Quantity 31-40	\$386.75
Quantity 41-50	\$386.75
Engraving	\$ FREE
Pager Nylon Case	\$ 7.60
Optional Extended Warranty for a total of 2 years	\$ 35.00
Optional Extended Warranty for a total of 4 years	\$ 70.00

Utility Communications of Hamden, CT submits a non-collusion affidavit and the following bid information:

Quantity 20-30	\$385.65
Quantity 31-40	\$382.50
Quantity 41-50	\$382.50
Engraving	\$ 6.25
Pager Nylon Case	\$ 7.95
Optional Extended Warranty for a total of 2 years	\$ 37.50
Optional Extended Warranty for a total of 4 years	\$ 73.00

Faith Hack motions to accept the four bids for Bid #32-20 Motorola Minitor V Pagers for Fire Department and refer them to the Fire Commissioner. A voice vote is taken. Motion passes (2-0).

Adjournment

Chairman Holden stated to adjourn the meeting due to no further business on the agenda at 6:50 p.m.

Respectfully submitted,

Karin C. Tuke

Clerk, Board of Apportionment and Taxation
Tape (1) on File with the City Town Clerk's Office.