



MINUTES OF BOARD OF A&T BUDGET WORKSHOP  
7:00 PM ~~Monday~~Tuesday, March 1, 2010  
SHELTON CITY HALL  
54 HILL STREET  
Auditorium  
SHELTON CT 06484

**REVISION 1**

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### **Roll Call**

#### **Board of A&T:**

Chairman, Mark Holden  
Chris Besescheck  
Judson Crawford  
Faith Hack  
Charlotte Madar  
John Zikaras

#### **Board of Aldermen:**

Alderman Lynn Farrell  
Alderman John "Jack" Finn  
Alderman Stanley Kudej  
Alderman Noreen McGorty  
Alderman Eric McPherson  
Alderman John Papa  
Alderman Anthony Simonetti

#### **Others Persons Present:**

Thomas Taylor, Administrative Assistant  
Marge Domorod, City/Town Clerk  
Marilyn Gannon, Administrative/Mayor's Office  
Peter Pavone, Registrar of Voters  
Ron Herrick, Parks & Rec  
Katherine Ramia, Senior Center  
Julie Penry, Youth Service Bureau  
Karen Spargo, Public Health  
David Beardsley, Public Health

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

Chairman Mark Holden called the meeting to order with the Pledge of Allegiance at 7:00 p.m. He distributed copies of the Board of A&T Budget Process Protocol and explained that they were marginally different than last year. He addressed the Department Heads to inform them that he may not have all the categories that they are

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responsible for on the listing; so, please remind him during the interview process. He added that all Department Heads have the option of making a five minute opening statement but there is no obligation to do so.

Chairman Holden began by introducing Tom Taylor who will address the Administrative Office line series (-0100) and (-1500) Public Appeals Board.

**-0100**            **ADMINISTRATIVE OFFICE**

Thomas Taylor, Administrative Assistant, addressed the Board of A&T and began by discussing Line Item #001-0100-411.30-43 Environment Service CRRA Land.

He stated that this line item was not on the budget last year; it was a subcomponent of line -0100-411.80-91 which was \$27,500. They have determined that it will be – both in the Mayor's and his part will be \$12,060. They took part of it and made another line item 30-43 which is \$7,500. They both agreed with that.

Line Item -0100-411.10-02 Part Time Payroll

Mr. Taylor stated that initially, he had \$34,673. The Mayor recommended \$32,000 even. The Mayor's determination was that they would have fewer employees for that particular line item. Chairman Holden asked him if he could live with the \$32K. Mr. Taylor responded that he could.

Chairman Holden asked him if he had anything else that concerned him; if it is something that he is comfortable with that's in the Mayor's Budget, he doesn't need to mention it.

Chairman Holden asked if anyone had any questions for the Administrative Assistant on the -0100 line series.

Charlotte Madar, Board of A&T, asked a question regarding the West Nile Virus and if they were going to do anything this year – because it is at zero.

Mr. Taylor responded that right now there is no requirement for them. Chairman Holden added that historically, he didn't think they spent anything on that line item.

Alderman Finn asked about the line item for -0100-411.80-91 Lease Rental Payments and leasing property at Howe Avenue; the BOA just approved a request recently for annual lease at \$625/month ( x 12) - which is \$7500 – so it needs to be increased to reflect that.

Chairman Holden indicated that under that line item in their back-up book, they are showing the \$6,060 and the \$6,000 Lease Transfer Station from CRRA. He asked if that \$7,500 would be in addition to this \$6,000.

Mr. Taylor clarified that this is for the park at Howe Avenue and Center Street – that is \$7,500 and that is what they had built into this.

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Chairman Holden stated that in their backup under 80-91 Account Lease Transfer Station from CRRA; he is wondering if that is now the 30-43. Alderman Simonetti asked if they just reversed it.

Mr. Taylor commented that he has one addition. They should have for the line – \$14,700. They also rent the parking lot from Northeast Utilities for \$7200/year – so \$7200 together with the \$7500, that's \$14,700 – that is what that line should be; so they are low on that right now.

Alderman Finn asked about line item 80-88 Adopt-A-Garden. They have only spent \$337 this fiscal year; he asked if they needed \$1500 or can they do it with less. Charlotte Madar asked if the gardens would be starting in the spring. Alderman Finn responded that he's going to adopt the White Hills Fire Department, and he pays for all the flowers himself. As far as he knows, the \$337 is probably used for the awards given out at the BOA meeting.

Mr. Taylor responded that for that line item, there would be additional awards given at the end of the fiscal year. They would also, because there is no monies earmarked currently for the community garden, they would move any funds left over from this line item to go towards the Community Gardens.

Alderman Finn asked if he needed the \$1500 funds for this upcoming fiscal year or could he do it with less. He added that he'll have the same question when Mr. Holden gets to the 80-89 December Holiday line item. The Christmas Lights? they only spent \$ 311.00 of the \$2500. He commented that he knows that it is nitpicking here and there, but if they aren't getting any funds...

Mr. Taylor responded that he hears what he is saying about that particular line item, 80-89 December Holiday, this year it was lower than it has been for years because they replaced lights and replaced other decorations, but they requested that it be kept at that level.

Chairman Holden commented that he believes Marilyn Gannon, in the audience has some information.

Marilyn Gannon, Mayor's Office, responded that this year, because of the economy, they tried to spend as little as possible out of that account. The amount of \$2500 is the normal amount that would be needed. She has the tendency to buy things after Christmas when she sees that things are on sale, and that is what she did this year. Hopefully, the economy won't be as bad next year.

Chairman Holden asked if anyone else had questions on the -0100 line series.

Judson Crawford, Board of A&T commented that last year they had a long discussion about Account 80-94 Mailbox Replacement. The Board took that out last year, but when the budget came down from the BOA, that was put back in. All year, and if anyone can substantiate, he only saw one item in the newspaper, where a gentleman was going to

bring a charge against the City for mailbox replacement. He asked if there was a way to lower that.

Mr. Taylor responded that he has already worked on that particular line item and after review and investigation from the Department of Highways & Bridges, he gave directives that they would fix what he thought could be repaired with the assets that they have. They pulled the damaged mailbox, put in a temporary, fixed the original and brought it back. That was just done with their own assets. He still has 12 others that he has approved for the repair costs of \$75 of which he has only paid for two to date.

Faith Hack asked if he was saying that there was money in the Highways & Bridges account as well; therefore, she would like to ask why mailboxes in both places.

Chairman Holden clarified that this has been a historical question that they've had, and in the past, there have been people who have felt that the money should be removed from the Administrative Department, and there are people who have felt that it was more likely to stay removed if it came from the Highways & Bridges Department. He added that he will probably need to take a look at what's done in Highways & Bridges when they get to the Board of A&T Workshop process. They may make some sort of an adjustment – and as to which line item, he does not know. He thinks that some money is needed for mailboxes, whether both departments need as much as is allocated, is the question. He doesn't think they'll be anything additional to put light on this than what they've done in the past because they've covered it all.

Mr. Taylor responded that there are other damages that he's paid that were the result of damage or damage near the mailboxes. The plan was to – right now he has 12 that he discussed - and just 10 damaged is \$750. He probably has 10 more out there that are reported. Initially, they take the report and send it to Highways & Bridges and most of them are rejected because the damage couldn't be proved. Then it ends up coming in with another complaint, he re-evaluates it and right now, he's kept it at 12 because he thinks there is another 10 out there.

Chairman Holden added that his mailbox got knocked over, but he figured it would be easier for him to just fix it himself, if he can find the parts. He asked if there were any other questions on the -0100 line series. There were no more questions. He moved onto the -0200 line series for Employee Benefits.

#### **-0200 Employee Benefits**

Chairman Holden asked Tom if he felt that there was a need for anything to be addressed from what the Mayor has proposed.

Mr. Taylor responded that they're so close on these, that it isn't going to make much of a difference.

Judson Crawford asked a question in regard to Account 20-08 Group Insurance, the Department requested \$3,468,145 and the Mayor recommends \$3,200,000 for a decrease of \$268,145.

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Mr. Taylor responded that they are anticipating \$100,000 less based on a number of people on regular payroll.

Judd Crawford asked if he could live with the \$3.2.

Mr. Taylor responded yes.

Chairman Holden commented that he noticed that the Account 80-52 Increments have been dropped by \$20K. He asked Tom if they could live with that.

Mr. Taylor responded that right now, they don't know what the merit increase is going to be, but because there aren't going to be any Union settlements in this budget, the only thing that is going to affect it would be the merit increases. They expect that it will be \$20K less.

Chairman Holden asked if there were any other questions on the -0200 line series.

Faith Hack asked about dates that are provided for Line Item 20-11 Pension Plan and asked if it shouldn't have been shifted up a year. She is looking at '08-'09 – she asked if that shouldn't be '09-'10 – or is it perhaps just a typo.

Chairman Holden commented that it just looks as though that line hasn't been updated from last year. He suggested that Tom check on that and get back to them.

Judd Crawford asked a question about Account 79-17 Volunteer Appreciation Day. It was budgeted for \$5K again, and yet the Department requested \$6K this year, and the Mayor has cut them back to \$5K. He added that there has not been anything expended from that line item. He asked if there would be something expended because it's the same thing again this year as it was last year.

Mr. Taylor responded that it will be spent later in the year for the Fire Fighter and EMS Volunteer Appreciation Day.

Chairman Holden asked if there were any other questions on the -0200 line series.

Alderman Finn asked about Group Insurance; Health Net anticipates a 19.8% percent increase this year. Over the past three years with Health Net, they've now seen a 49.6% increase in the last three years. The indicator is going to be a savings – do they anticipate that Health Net will also roll back their increase or are they just looking at a savings because of the various number of contracts enforced or would the savings also include the broker fees as well. There is no mention in here what the broker is getting paid.

Alderman Simonetti added that he has Health Net and they are being bought out by Oxford. So it would look better for Oxford – so they are actually lowering their increases because they want Oxford to be able to say they have a great deal here - to keep people from leaving them and going with other insurance companies. That may be one of the

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reasons. For example, his was going to be 12.6 and they dropped it to 7.6 – so he was very happy about that.

Alderman Finn responded that is the reason they left Blue Cross because they were constantly increasing the percentage rate, year after year, and now they are up to 49.6% with Health Net in three years – that is quite a jump in three years.

Alderman Simonetti commented that is what his insurance agent told him is happening – they are being bought out by Oxford and they want to look good. He doesn't know if that is the reason, but...

Alderman Finn asked as a second part to his question whether this increase also reflects the broker's commission, and how much is that commission.

Mr. Taylor responded that he didn't have that listed here. He could find out for him. He believes it is all-inclusive, but he'll make sure.

Chairman Holden asked if there were any other questions on the -0200 line series. Charlotte Madar verified that all objectives had been submitted, Judd Crawford confirmed that there were no revenue line items and Faith Hack indicated there were no capital expenses.

#### **-0300 Legislative**

Chairman Holden moved to the -0300 series, Legislative and asked if there were any questions on the Mayor's recommendation, not the Department request. He asked if either Board had any questions. Since there were none, he went on to the -0400 Board of Ethics line item.

#### **-0400 Board of Ethics**

#### **-1500 Public Employees Appeals Board**

Chairman Holden stated that Ethics was recommended at the department request. He asked if there were any questions from either Board. There were no questions on -0400. He asked both boards if they had any questions on the next item for the -1500 line series for Public Employees Appeals Board. There were no questions and the Chairman commented that it's only a whopping \$200 item.

Mr. Taylor indicated that the only comment he had would be that there is an anticipated need for keeping the line item.

Chairman Holden asked if there were questions regarding the -1500 line series. They'll go back and cover an item Tom wants to mention.

Mr. Taylor referenced the -0200 series, line item 0200-411.30-01 Professional Services and added that presently this line item is nearly depleted. It was \$50K when he initially put it in the budget. He knows that right now he has a request that is going to the Full Board for an additional \$25K just for this year.

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Faith Hack, Board of A&T, asked what would be involved with the \$25K.

Mr. Taylor responded that because they are going to need, in the near term, an additional \$25K in order to pay for increases in Union grievances – and in their defense of that, some were quite expensive.

Charlotte Madar asked Mr. Taylor if he wanted to up it for next year too.

Mr. Taylor responded that he thought that they should anticipate that it is going to be even more that. His estimation would be \$75K.

Alderman Finn asked how many contracts were being negotiated this year.

Mr. Taylor responded that there are no negotiated contracts for this term.

Alderman Finn asked about next year.

Mr. Taylor clarified that he was talking about the current year that they are looking at – he's looking at '10 –'11. Then they will start looking at contracts for '11 – '12.

Alderman Finn asked (inaudible).

Mr. Taylor responded that for two years from now there is nothing.

Alderman Finn asked why he wanted to increase it to \$75K.

Mr. Taylor responded that this isn't a result of negotiations of contracts; this is a result of the increase in grievances and severity of grievances.

Faith Hack asked if he had any idea of what line item he would like to get that out of, or could he recommend one that he could do a little less with.

Mr. Taylor responded that he would get back with them on that. He just wanted to let everyone know that this has popped up.

Chairman Holden asked Tom if he covered the -1200 Elected/Appointed Officials line item.

Mr. Taylor responded no, not that he knows of.

With no further questions from either Board, Chairman Holden thanked Tom and went on to the next Line Item, -0500 Elections.

### **-0500 Elections**

Peter Pavone (R) and Alderman Finn (D) represented the Registrar of Voters for this line item. They had no opening comments but addressed the reduced line item for Part Time help and indicated that they could live with the \$1,000 reduction.

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Mr. Pavone stated that the next line item 10-04 Poll Workers needed to be examined because their election cycles go ever other year. They go from four to six polling places and what 2010 is going to represent is six polling stations. In 2008, the same scenario existed. They had requested \$33,325. The Mayor recommended \$33K, not this past year but the year before, and what happened was that they originally messed up and put \$23,000 and they ran in a deficit that year – not only because of the six polling stations, but because they also had two primaries that year, one being the presidential and another later in the year.

Mr. Pavone continued that the reason that they ask for the \$33,325 is to cover the six polling stations in even numbered years. This past year, in the present budget, they are over by \$4,750. He indicated that was a clerical error that they made for the Secretary of State. They lost the raffle there and they had to redo two polling places.

Alderman Finn corrected him that it was because they had an audit. Mr. Pavone responded yes that's right, it was an audit, and it should have come out of State Inspection, Item 50-05. Mr. Pavone stated that in odd-numbered years, \$23K works for them and in even number years, because of six polling locations, the \$33,325 is what they work with and that is fixed with no increases in poll workers.

Alderman Finn stated that this is all calculated by the number of employees that they require at each polling station.

Chairman Holden commented that in 2008, they had a Presidential Primary but in 2010 they wouldn't.

Mr. Pavone responded that in 2010, none of these budgets included primaries. He referenced that at the bottom of the page, they have a dollar item 65.02 Maintenance—that is a referendum account or a primary account. In their budget, they never calculate for referendums or primaries. If they need it, then they come back to the BOA. And they have done that a couple of times with the Alderman here and asked for the monies they need to run a primary. The primaries do not come out of this budget because they never know if they are going to have a primary – the two parties could work things out. Right now, it is slated for August 12<sup>th</sup> for the Primary Day in Connecticut and that would be for Governor, Senators, Congressmen and State Representatives.

Alderman Finn indicated that one unknown that they may have in front of them this year under Maintenance. He went to a Fairfield County Registrar of Voters meeting last Monday and the Asst. Secretary of State was there. She pointed out that the maintenance fees will now be shifted from the State of Connecticut to the local municipalities. Alderman Finn stated that in the past, the State has picked up the maintenance fees of all their tabulators and they'll be coming down for the last time to do that on Wednesday. He added that hopefully, they'll be able to find out what costs they will incur for next year.

Mr. Pavone stated that if they need that, it would come out of the \$8K for 60-27 Election Equipment.



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Chairman Holden asked if they were then looking for additional funding on the poll workers.

Mr. Pavone responded yes, only because there are six polling places. He added that he can understand why someone would question why they're requesting \$23K to \$33K – and the only reason they do that is because of the number of polling locations.

Chairman Holden asked if they had any idea in their budget where they might be able to raid a little bit to help fund that.

Alderman Finn responded no, but they could go into 80-41 Commissary, they are going to have to cut back on the meals for the poll workers. If they have a primary, they are going to dip into that \$4,800.

Mr. Pavone added that the \$5,400 for Commissary is because they have six polling places. As far as raiding other accounts, part of their elections equipment is for the software to run the department, any software upgrades, any maintenance on the IBM AS 400 they run there. If their 10-06 Canvassers goes, then that's their printing and advertising – those are all the cards that they send out for Election Day.

Chairman Holden asked about the account for 50-05 State Inspections and if that was just if they just happen to not win the lottery and get audited.

Mr. Pavone responded primarily, yes, but there is also an inspection process that their machine tenders do to inspect the tabulators. They do it ten days before the election to make sure that all the tabulators work.

Chairman Holden asked if there were any questions for the -0500 line series.

Judson Crawford asked about Account 30-07 Printing and Advertising. At the moment, it shows a negative of \$9,943.

Alderman Finn responded that the BOA authorized the over expenditure of that account. It was due to the fact that because a candidate dropped out of the race at the last election, the ballots had to be reprinted, and they also had to re-program the memory cards at their expense.

Alderman Simonetti stated that according to what he's read, they are required by State Statute or Secretary of State's ruling to give 10 hours of training. He asked if that was for each person or is it just for the Registrars and the Assistant Registrars.

Mr. Pavone responded that it was for the Registrars and Assistant Registrars. There's ten total – 2 deputies, 4 assistants on each side and one registrar.

Alderman Finn added that both parties send three individuals (each side) up to the State Convention – for a total of six.

There were no further questions for the -0500 lines series. Chairman Holden went on to the -1100 lines series.

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-1100 Probate Court

There was no representative present for -1100.

Chairman Holden stated that their budget was approved as requested. If anyone has any questions, they can endeavor to get in touch with him at a later time.

Alderman Simonetti noted that they take fees in. Judd Crawford looked at the Revenue side but there was nothing there.

-1200 Elected/Appointed Officials

Chairman Holden asked if anyone was present for -1200 Elected/Appointed Officials.

Alderman Finn commented that he wanted to make everyone aware that their salaries are set by ordinance. Chairman Holden responded that it would be a little tough to change then – and it's the only line item they have. He went onto the -1900 line series for Corporation Counsel.

-1900 Corporation Counsel

Attorney Thomas Welch addressed the Boards representing Corporation Counsel -1900 line series and commented that they kept the budget the same as last year. There is no increase in salary or rate and they plan on keeping it within. As they know, most of their budget is reactive depending on what type of litigation they have. Sometimes they are going slightly over but usually the budget is ample. It's only an issue when there are outside sources that they are paying that they can't control; that's usually where they see a problem. He thinks it is a reasonable budget and they aren't asking for increase, it's the same as last year.

Chairman Holden asked if there were any questions from either Board.

Alderman Simonetti asked Atty. Welch if he thought they might need more funds because of people foreclosing and not paying.

Atty. Welch responded no, they are seeing more bankruptcies which are reactive on their end in responding to them. That money they don't get back, but in the foreclosures, all the fees and costs are usually recouped and that's why there is a revenue line item. The money they spend in the foreclosure action – once it is paid back, the revenue side covers the expenses that go out. The hope is always to recoup that. There are very few times – they just had a case where they took title to a piece of property as open space. Actually twice in the last three months, open space came right out of the budget and is not being paid back. But in most foreclosures, they do get paid by the taxpayer.

Chairman Holden asked if there were any more questions for the -1900 line series. He asked if, on the revenue side, if they're lucky, it's a wash.

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Atty. Welch responded yes, money spent and coming back, if they are successful in their endeavors. Judd Crawford commented that presently they are at zero. Atty. Welch indicated that would be correct.

#### -1700 Drug and Alcohol Commission

Chairman Holden thanked Atty. Welch and went on the next line item for the -1700 Drug & Alcohol Commission. There was no representative for the Drug & Alcohol Commission. The Chairman noted that it's a \$2500 item that was approved as requested; it is a historical level of spending as well.

Faith Hack commented that it doesn't appear there was any spending, unless she's wrong. Chairman Holden commented that they would have to take a look and see what it was last year.

Judson Crawford responded that it was the same \$2500 and he brought this to the Board's attention and the BOA's attention. Dichello Distributors, who he works for, Tony Papas, he is one to go out and help any local communities with anything to do with drug and alcohol. So this could be a projected savings.

Chairman Holden commented that he thinks they need to look at what the historical spending has been there; perhaps that is an area where they can find some adjustment.

#### **End of Tape 1A 7:52 p.m.**

Chairman Holden stated that the next line item would be -2900 Public Health.

#### **-2900 Public Health**

Karen Spargo, Director of Health with Naugatuck Valley Health District and she introduced David Beardsley, who has been the Shelton representative for many years.

Ms. Spargo indicated that this was her 13<sup>th</sup> time coming in front of this Board. She stated that she put in a request for a less than a 1% increase and that is a bare bones budget without any raises for Staff, and they are actually cutting a part time nurse and a part time sanitarian in order to make ends meet. They are doing everything they can and understand the situation in their member towns.

Mr. Beardsley added that their total increase was less than \$1900 and he wanted them to realize that it is based upon population – a lot of it is. He asked if the Mayor made any recommendations on this.

Chairman Holden responded that the Mayor did not make any adjustments to this. He noted that also in this component is PCRC and asked if anyone was present from PCRC. There was no one representing PCRC.

With no questions from either Board, Chairman Holden thanked the Valley Health representatives and indicated that they would go on to -1000 Recreation.

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-0100 Parks & Recreation

Ron Herrick addressed the Board, representing -1000 Parks & Recreation. He commented that the majority of the increases are salary.

Chairman Holden asked Mr. Herrick if he had any comments about adjustments that the Mayor had made to his budget requests.

Mr. Herrick responded that he had a question about Account #60-32 Equipment Community Center because it is not funded at all. He added that he could understand some cuts but he was hoping to get some of that back. He indicated that it would be for the Community Center's exercise equipment and things at the pool needing replacement each year such as life jackets. It is down to zero there.

Chairman Holden commented that when he was looking through his budget, he didn't see any costs, other than salary, that were directly attributable to the pool such as chemicals, etc.

Mr. Herrick responded that Building Maintenance handles all of that – a total separate department which in certain instances it's a fine line but they have been accountable.

Chairman Holden asked if there were any questions from either Board for the Recreation Department.

Faith Hack asked about the Account 80-06 Sports & Leagues and if he would spending the rest of that budget this year. They've only spent about \$12K.

Mr. Herrick responded that what will happen is that groups, from whatever sport, get reimbursed. They don't get any money until they show that they have spent it, and many of them wait. For example, Stanley's Little League will be starting up in April so he'll get his bills in May or June – it is between 98% - 100% used.

Faith Hack commented that it took a cut and asked if it was going to be adequate.

Mr. Herrick responded that he thinks they can handle it. It's a stipend to the leagues, it does not cover the entire cost. Each group tries to raise money; they have registration fees. Some of them are lucky enough to have refreshment stands so if they do cut it a bit, they are going to have to pick up the slack, and he feels confident that they all can.

Alderman Simonetti asked about the Account #65-13 Fence Repair – if he planned to do some coming up in the spring.

Mr. Herrick responded that he hopes to. He tried to do a few things but they were not approved. They have a project that has been requested of them right now. He has to look to get prices for the Little League field at the Community Center. If they do a large project, this money is not going to cover it – it's for small minor things, but they hope it will be a start for that project.

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Chairman Holden commented that he would kind of transition in, he knows that they have income items. He wanted to ask, granted that they have a bad economy, about increasing fees as a way to fund some equipment purchases.

Mr. Herrick responded that they've increased their fees, obviously again, the money goes to the General Fund. Many of their members come in and say, go up \$5 and buy a new treadmill, but it doesn't work that way because it goes through the budget. They have raised fees periodically and the Commission didn't feel that at this time it was a good idea. They have a fitness room and a pool. There are many fitness places in the area – everybody sees the advertisements, \$10 down or \$10 a month, so it is pretty cut-throat. So they don't feel that at this time – and they are still less expensive than anybody - and they hope to keep that and attract more business that way.

Mr. Herrick indicated that they discussed raising the fees for the pool. They may be aware that they did quite a bit of work – the roof was replaced and the dehumidifiers. The inside of the pool has to be done because it's peeling. They've discussed that once that is taken care of, they will raise the rates of the pool because a lot of money will have been spent in that area. So, they've discussed this.

Alderman Papa indicated that over the last three or four years, they try to increase the fees but they try to keep it reasonable because the taxpayers have paid for the building and are still maintaining it. So, they try to keep it at a low cost. He commented that he thought their revenue was about \$430K for this year.

Mr. Herrick responded yes, they may go over. It's an unknown what they will do the rest of the year but, yes, he believes they put in for \$440K and they should hit that. He added that he thinks they have hit their number every year.

Alderman Papa stated that every couple of years they try to look at the fees and if they do increase it, it's very minimal. They also have fees for out-of-towners, fees for people who work in the City but live out of town. There are different rates.

Alderman Simonetti added that they offer discounts to their fire fighters and policemen.

Chairman Holden commented that as an example, if it is necessary to raise fees, he thinks the first place they would look at is with the out-of-town members.

Alderman Papa responded that they do pay substantially more than the residents, especially for the pool or the weight room.

Alderman Simonetti asked if there was any way to add up revenue each day.

Mr. Herrick responded that it is hard to track each day but they average about \$6K a week for the entire building because there's also a post office and a library. They used to track it much closer but haven't done it in a while but it is about \$6K or \$7K. It is probably the second busiest building behind the high school – because they are year-round. Again, he's not maintenance, and there's some issues that they need help with there, but that is for another department. Also, in regard to the rates, they do quite a bit of rentals. They raised that about 1 ½ ago and they can look at doing that again. As

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John says, it is substantially more for non-residents – it's double. That is something they may look into again, in a year, because they don't want to do it every year.

Judd Crawford asked about Account 65-13 Fence Repair. They have a line item in this year's budget for \$5800, nothing has been expended, and there's the same amount for next year.

Mr. Herrick responded that was the same question that was just asked – it's been basically the same and there are some projects that they looked at that were not approved and he has another one on the books that he'd like to do this spring. He commented that if the purchase order is not approved, then he can't spend the money.

In regard to Revenue, Judd Crawford asked about Account 12-00 Other Community Center Receipts, 15-00 Recreation Trips, 14-00 Recreation Programs – they are over by \$3,940 even though it is going to be increased by \$2K over this year's appropriation.

Chairman Holden asked if that was essentially a wash account.

Mr. Herrick responded yes – the 14-00 Account is Programs, Classes and Camps, not Trips. Yes, that is a wash account; they'll take monies in and expend it. Right now he shows \$32,470 deposited there. It is tight on the fiscal year when it is deposited but they have a lot of camps – basketball, lacrosse, things like that occurring in May and June so they will go up a little bit in that account. They've expended about \$23,900 and they've taken in \$32,000 – they do make a profit in that account.

He asked if they could answer why the 14-00 account is set up the way it is. That 14-00 account Parks & Rec Programs, Classes and Camps – he was told when they opened the Community Center – that they wanted to keep it separate. He wasn't certain if they wanted to combine that or keep it that way now that the Center has been established and there for 19 years.

Chairman Holden responded that he could talk to Lou about that and see if there is any reasoning for it.

Mr. Herrick added that it might be because, that technically, would be a wash. The others were the memberships and then they have Community Center classes in the Center rather than outside. Also, they have the rentals and the trips. He was rather conservative with the trips because of the economy. It is difficult to lay out \$4,000 or \$5,000 and then hope to sell tickets, so he went back on that and they'll see what happens next year. They get calls for Broadway, baseball and things like that. Don't ever run one for the Mets because it doesn't go – 25 were the most he's ever sold. The Yankees sell out in two days.

Chairman Holden asked if he tried the Red Sox.

Mr. Herrick responded yes, it's been a few years – that was a difficult trip for their chaperones – it was a long trip.

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Chairman Holden asked if there were any other questions for Parks & Rec. Faith Hack asked about capital outlay.

Mr. Herrick responded that it was a wish list with many of the same items year after year – replacements and whatnot. Item #2 the ball courts were just resurfaced which was very much needed and they got a lot of positive comments on that. They are New England and every couple years they have to do that. One thing that comes up, and Mr. Kudej mentioned this more than once, the Shelton High School tennis courts are not under their jurisdiction. People keep calling and asking him when he's going to fix the tennis courts at the high school. He buys the nets for them but those are under their budget and hopefully, they will do something there.

Mr. Herrick commented that they are looking to open the Dog Park this summer. They did put in for LOCIP money, but he isn't sure where that is going to go - but that's the costs they are looking at this year.

There were no other questions from either Board for Parks & Rec. Chairman Holden went on to the -1400 line series for the City Town Clerk.

#### -1400 City Town Clerk

Marge Domorod, City Town Clerk addressed the Board regarding the -1400 line series. Chairman Holden asked if anyone had questions for Marge.

Faith Hack asked about the \$4,000 decrease.

Ms. Domorod responded that the reason for that is because it is a grant that they receive from the State Library. Originally, they were giving us \$12K and they reduced it to \$10K. While doing her budget, she received an e-mail that it would be \$6K next year.

Faith Hack asked if they spent any of that.

Ms. Domorod responded that they just had their vital books done; usually what they do with the money in 60-07 Records Preservation is preserve their old vital books. The reason that amount is still intact is because she had just received her bill in the amount of \$10,000 for refurbishing the books that just came back. It should be in the process of being paid right now.

Alderman Simonetti asked if it was a flat fee for every year or every time that they do it.

Ms. Domorod responded yes, and they actually have to expend whatever amount they receive, because whatever they request in their grant, they have to spend it and do exactly what they requested to do. When it is all done, they have to send in a report with copies of everything that they've paid out. If there is anything left that's unused, it goes back into the fund.

Alderman Simonetti asked a question about Account 80-11 Vital Statistics. He indicated that only \$2,560 has been spent– there's \$7,400 to be expended before the end of the year.

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Ms. Domorod responded that it should be expended by the end of the year because they do get billing from other towns and cities for vitals. For example, there are two hospitals in Bridgeport and they get billed for any birth certificates that they receive.

Alderman Simonetti asked why they ask for the birth certificates.

Ms. Domorod responded that they don't ask for them; the State Statute says that they have to maintain vitals for anyone residing in Shelton – so if a child is born in another city but the parents live in Shelton, they have to have that birth certificate.

Alderman Simonetti asked if the family doesn't bring them one – or does it have to be a certified copy.

Ms. Domorod responded yes, it has to be a certified copy.

John Zikaras, Board of A & T asked about Account #40-06 Hunting & Fishing Licenses. He noted that she and the Mayor were in agreement about the \$35K for the hunting and fishing licenses.

Ms. Domorod responded that if they look at her budget, they will see that has decreased because they have gone on line; sportsmen can now go on-line to get their licenses if they wish so that has kind of decreased. At one time, Wal-Mart and other sporting goods stores were selling them also, but they are not doing it any longer so that is also why it has decreased.

Faith Hack asked about two other areas where nothing had been spent that she was curious about. She mentioned Account 10-03 Personnel Training and Account 30-01 Professional Services.

Ms. Domorod responded that those are usually expended in the month of April. Personnel Training for staff is held in April and Professional Services is also expended in the Spring.

Chairman Holden commented that one of the things that are a bit frustrating for them is that because they are doing their budget at roughly the halfway point during the year, there are a lot of things that take place in the Spring that don't show any expenses in the year-to-date.

Ms. Domorod responded that she has some expenditures going out on March 1<sup>st</sup> that aren't reflected in the balances shown here, so she has that information if it's requested.

Chairman Holden asked Judd if he had any revenue line item questions.

Judd Crawford asked about Account 27-00 Record Preservation Grant which is on Page 1 and 2, and would it be Account 13-00 Gun Permits.

Ms. Domorod responded that gun permits don't go through her; they go through the Police Department.



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Judd Crawford asked about Account 14-00 Dog Licenses, Account 15-00 Hunting & Fishing Licenses, Account 16-00 Conveyance Tax, Account 17-00 Vital Statistics and Account 19-00 City Clerk Miscellaneous Receipts.

Ms. Domorod asked what his question was about those accounts.

Judd clarified that he was just asking if those were her accounts.

Ms. Domorod responded yes, those are her accounts.

Charlotte Madar asked about the Conveyance Taxes having gone down.

Ms. Domorod responded yes, conveyance taxes have decreased considerably.

Chairman Holden added that they don't seem to be doing so horribly year-to-date unless the trends say that they aren't going to see a lot of closings between now and the end of the year. It's anyone's guess what will happen with the real estate market in the next year.

Ms. Domorod commented that during the year of 2009, they took in \$339K. She gave that approx. a 25% increase because she has seen a slight increase and they've had a little bit of activity with the title searches.

Chairman Holden responded that it shows here that year-to-date it is showing \$378,916, so in theory, the \$408,000 should not be very aggressive at all.

Ms. Domorod agreed.

Chairman Holden asked if there were any questions from either Board on the revenue or expense line items for the Town Clerk. He asked Marge if she had any capital requests.

Ms. Domorod responded no, they don't. She is anticipating that they will be upgrading their software because their software company provides them with hardware. There is usually no increase when they are ready to give them an upgrade so it doesn't reflect on their budget.

### **-1600 Senior Center**

With no further questions, Chairman Holden thanked the Town Clerk and moved to the Senior Center -1600. He cautioned the panel members because last year people attempted to give the Senior Center helpful suggestions. He asked everyone to make sure that they don't get into micro-managing. If anyone has any ideas that they think are swell and might help out, please contact her after the meeting.

Alderman Simonetti asked if that meant the T-shirt thing didn't work out – to sell Senior Center T-shirts?

Katherine Ramia, Asst. Director, Senior Center, addressed the Board regarding the -1600 line series. She said she didn't know about the T-shirts.

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Chairman Holden asked Ms. Ramia if she wanted to comment on any of the adjustments that the Mayor has made to her request.

Ms. Ramia responded that on the 10-02 Part Time, the Commission was hoping that the Mayor might consider again, a part time worker for the kitchen. They have explained in previous years, their membership, the volunteers are fading, and she thinks that providing a lunch for their seniors is really essential to the membership. It is basically run by volunteers. They do have a little bit of help this year. They were approached by the Shelton High School Alternative Education Program and they have three young gentlemen that come in the morning to help one of the volunteers prep for the day. Then they have two young men that come in mid-afternoon to help the other volunteers with the clean-up. So right now that is very helpful. She knows that last year, there was a suggestion of calling the Culinary School that is in Shelton. She did attempt that – she made three phone calls and never got a response to that.

Ms. Ramia continued to say that it was nice to be approached by the Alternative Ed Program and they do have mentors so they follow up with the young men that come in.

Chairman Holden asked if either Board had any questions for the Senior Center.

Faith Hack asked Ms. Ramia about Account #65-08 Building Maintenance. She noted that they haven't expended any dollars there.

Ms. Ramia responded that last year, they probably noticed that they really didn't spend anything down. She informed everyone that last year, unfortunately, they had two floods at the Senior Center and they were closed for approx. seven weeks. The result of that were new tile floors, a new wooden floor, and all of the walls were replaced three feet up from the floor. The Senior Center was basically dismantled because of all the moisture. They did have a soft opening in March but the main wood floor was not replaced for six months, so that floor was not opened up until July. Usually when they have the older floor, it would be stripped, but because the Center was closed down and all the floors were replaced – they didn't use that money to doing refurbishing. They also submitted for outside work, purchase orders to the Mayor for outside maintenance, which were held and not approved. The Mayor did send City workers to do the work. So they did submit purchase orders to have the work done but they were denied the use of their funds.

Chairman Holden commented that if it was done internally within the City, then the stuff got done.

Ms. Ramia continued to say that for about six months, they have been full up and running. She indicated that Mr. Herrick was a big help to them, because with all the rooms being shut down, he was able to contact him and they were able to do some of their programs at the Community Center so the seniors did have a place to go. Also, the Derby Senior Center and Ansonia Senior Centers also welcomed their members.

Chairman asked with having the new floors and so forth, on a one time basis, would they be able to get by with a reduction in the Building Maintenance this year. He didn't want it to be a long term thing; he would see it as a one-time thing, and frankly, he was looking

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at putting some of that money towards the equipment for the Community Center because they have no money in their budget for any fitness equipment.

Ms. Ramia responded that all of the Building Maintenance is not just for floors. They do have someone come in to maintain their refrigerator and freezers. Also, their appliances are old; the amount they've spent so far on building repairs was the sanitizer. She added that the equipment there is original to the building – so it's almost 20 years old. The sanitizer was broken and cost \$300 - \$400 to get the parts for it so it's not just flooring that needs to be done. These are new floors, but since they've been installed, they are used daily, salt comes in during the winter, so the wood floor needs to be done at least once a year. It's the same thing with the tile throughout all of the rooms. When they had the flood, they removed the rugs from any of the program rooms and put tile, so now there are more tile floors that have to be refinished once a year.

A gentleman also representing the Senior Center (name not provided) commented that he usually takes care of all of that. He is going to submit bids to have the floor refinished because it needs it badly. There were two coats on it when they finished it and it is the liquid type which isn't as heavy as the solvent. He stated that the adhesive is coming up through the cracks on the vinyl tiles that they put in, and they don't have anyone up there to clean or redo them. He is going to submit something, but he may get them turned down because he was already told not to spend too much money on it. The outside is taken care of by Parks & Rec to trim hedges and everything else. He concluded that he needs at least \$4K out of that just to take care of the interior. He added that the lowest bid he received was \$4K just for the wooden floor.

Judd Crawford asked about Account 80-96 Flickering Light Program. He asked if she was distributing the lights to the Seniors right now.

Ms. Ramia responded yes, they do, through the Triad and the Yellow Dot Program. They do this in conjunction with the Police Department & EMS, it is a light that they provide for a seniors with medical problems, and it replaces the front porch light. It is a light that can be flicked on and off so that an ambulance can easily locate the residence.

Judd Crawford indicated that they have \$450 in that line item; he asked if they have dispensed any lights this year.

Ms. Ramia responded yes, they have volunteers.

Judd Crawford asked how much would be coming out.

Ms. Ramia responded that is what they have for the year. Usually they have some of the lights left. They have volunteers that periodically do this. They don't do it on a monthly basis. Any members that call in requesting a 911 cell phone or a flashing light, come in all at once. All the lights are distributed and the members are shown how to use them. So right now they have a little bit of inventory, and she will be ordering the rest of the lights for the remainder of the year.

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Chairman Holden commented that he thinks that what Judd is getting at is that these Flickering Lights come from the same magic closet as their cleaning supplies because there is never any money spent on these items.

Ms. Ramia responded that last year they didn't need any cleaning supplies because the Center was down and J.P. McGuire cleaned the building for them.

Chairman Holden clarified that he was just saying that their budget never shows anything spent on cleaning supplies but he knows that she has them.

Ms. Ramia responded that not last year, but she thinks that the year before she did spend. She stated that right now, she has been doing everything. For two years now, she's been doing both positions, so it's back and forth. She's been doing the purchase orders, running the Senior Center, payroll, etc.

Chairman Holden commented that he thinks that what happens with these line items, the items don't get attributed to the correct line items when the bills are handled by Accounting. That is his best guess. It is not a problem for her to be concerned about; however, the Board just scratches their head and says "hey, they never buy any cleaning supplies..."

Ms. Ramia responded that there are certain things that the City does not provide for them. For example, they have a grill with a grease-eating solvent that costs \$100 and has to be ordered every year or twice a year. The City doesn't provide Brillo pads and things like that.

Faith Hack asked about the Account 80-13 Seasonal Programs with no dollars spent to date. She asked what they planned to do with the \$1,900.

Ms. Ramia responded that for the Seasonal Programs, that money is used for their Volunteer Luncheon in June.

Alderman Simonetti asked Ms. Ramia if they dispensed 911 telephones. She responded yes, they have a man dedicated to that program for their seniors. Alderman Simonetti commented that he didn't know that – that's really great.

Chairman Holden asked if there were any questions regarding expenses line items or capital improvements.

Faith Hack indicated that they have one capital item to replace the Honda Odyssey for the Outreach Program.

Ms. Ramia responded that they've had a number of major repairs on the van. One day the driver called and indicated that he had no brakes. Also, larger items like the fuel pump and the water pump. The gentleman down at the City Yard, Stanley, has said that they are pumping a lot of money into this 1997 minivan that they use to transport their members to medical appointments or for those who can't get on the Valley Transit Bus. It's easier for their van to pick them up and bring them to the Center. Stan has told them that it is difficult to get parts for the car and it is used quite frequently by the senior

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population of the city. She noted that the seniors need to be Shelton residents and they only drive to doctor's appointments in the Valley. Unfortunately, they don't go into New Haven, Fairfield where more specialized medical things are done.

Alderman Simonetti commented that he knows the Chairman said not to make suggestions, but he wants to tell her something that she might not realize. He indicated that at end of the ? – when they did recreation – they bought two fairly new, hardly used vehicles through the new program that the City has for buying vehicles. He suggested that she go to their website and see if there is anything that she likes, sometimes grant money goes with it and they might be able to get a good deal.

Chairman Holden indicated that Monroe is getting ready to replace their van which is a 12 passenger with a wheelchair lift and he knows the person who drives it. He told him that the last time that they sold one of these vans they only got \$5000 for it.

Alderman Simonetti responded that a 12 passenger is a high vehicle – it might be too high – they don't want anyone falling. The minivans are easier for seniors to get in and out of – it has to be simple.

**End of Tape 1B 8:40 p.m.**

Chairman Holden asked Judd if he had any questions regarding income line items.

Judd Crawford asked about Account 35-00 Senior Center Receipts and 36-00 Senior Center Snack Bar.

Ms. Ramia responded that one is for their membership dues. She stated that they estimate the dues that will be renewed each year. Just this year, they have an additional 200 Gold Card members that don't have to pay dues once they reach the age of 80 and have been a paying member for 10 consecutive years. They are now in the process of getting more and more Gold Card members. Unfortunately, many of their members pass during the year, so they don't have renewals. But they are getting more members. So they estimate what they foresee as renewals for memberships each year and they transfer that up to the Accounting Office once a month. They provide a report to the commission of monthly transfers. It shows memberships broken down as to who are Shelton members, Valley members and outside of the Valley or other members. The Gold Card memberships, no dues, apply to any member who has turned 80 and paid for 10 consecutive years.

Judd asked the Chairman if he noticed under the 36-00 income is allotted at \$24K yet in going back to the Senior Center it's a \$22K expense.

Ms. Ramia responded that was last year it was approved that they would receive 24K, they know that they have to return the receipts

Judd stated that she asked for \$24K but the mayor has given \$22K

Chairman Holden commented that as it stands now, it is essentially a wash account. The Mayor is projecting a \$2K income but the reality is that it is going to even out.

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Ms. Ramia disagreed and stated that they are going to have to adjust that estimated income because the Mayor said he wouldn't approve 24K and they'll have to go back to \$22K. They don't make any profit on anything. If they get an \$8 cake, they cut it into 8 \$1.00 pieces. They don't make a profit; they aren't a restaurant. The volunteers order the food – they try to serve things that come within \$2.50 range.

Chairman Holden asked if they were projecting an income of \$11,354 from memberships and the year-to-date appears to be \$873. He asked if that income just hasn't been recorded yet.

Ms. Ramia responded that she's never seen that – that's wrong. In January starts their renewal and it was close to \$3,000 and then it falls off. Everyone comes in January, February and March; if they don't come in by the end of March then they are dropped from the newsletter mailing. So, that kind of gives a signal to people, they'll call up about not getting the newsletter and they will be reminded to renew their dues. So they get a few more in April and then it staggers during the rest of the year. She's never seen those figures those.

Faith Hack indicated that it looks like they haven't recorded your renewal remittances.

Ms. Ramia responded that have deposit slips directly from Finance and the deposit slips say General Fund. They go up to Accounting and they make the deposits.

Chairman Holden responded that this may very well only be showing just the January receipts or something. It may not have ever been posted. He's sure that they do some prioritizing. It's not going to be monopoly money if it's only \$10K for the year. With no further questions from either Board, the Chairman thanked the Senior Center representatives for coming.

There was no representative present for line item -2600 Municipal Parking Authority. Chairman Holden moved on to the -2700 Youth Services Bureau/CAP.

#### -2700 Youth Service Bureau/CAP

Julie Penry, Director of Shelton Youth Service Bureau distributed copies of their new flyer to all Board members which includes their new mission statement. She also provided a sheet with final year figures for the State Department of Education showing the individual people that they serve. Ms. Penry indicated that she didn't copy the group numbers. She knows that there are a few on the Board, because she sees some new faces, that don't know what they do, or know how many people that they touch in the City.

Ms. Penry indicated that she wanted them to know that for Community Outreach, the direct service numbers were 11,000 people that they worked with last year.

Alderman Simonetti asked if it was 11,000 interventions or services..

Ms. Penry responded that it's 11,000 people that they have touched with the Outreach. She commented that even though this is her 13<sup>th</sup> year doing this, she found some errors

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in what she submitted so she wants to clarify it. On Page 2 for Youth Service Bureau Program Account the very first thing that says Spotlight on Youth Reception Awards should read Substance Abuse Prevention Programs for Shelton Intermediate School. It's a program put on by a company called Motivational Productions.

The next page about the CAP Programs is where the Spotlight on Youth Reception Awards should go. Just to clarify, Youth Services Bureau shares the cost because (inaudible).

She pointed out another error in Other Outside Services 30-23, for the current year estimate she put 2,700. She stated that she must have made an error because she wanted 2000. She apologized for her errors because she handed this is early for a change.

Chairman Holden asked if there were any questions from either Board regarding expense items, capital requests, or income line items.

Judd Crawford asked about 32-00 Youth Services Bureau revenue shows zero straight across.

Chairman Holden indicated that there's government revenue which comes from the State.

Alderman Simonetti asked who else they get funds from besides the City of Shelton.

Ms. Penry responded that she gets funds from the State Department of Education \$22,664 which the City matches. They also get enhancement money, which in the past three years has been \$7,550, but to date they've only released half of that because of the economy. That money is all earmarked for special programs. The Mayor's Golf Tournament supposedly, they get \$9,000 and she thinks that might already be built into their budget, because she's never seen it. They do get various small grants from other agencies that help with ongoing programs.

Chairman Holden commented that it's great to hear that they do that but, if it doesn't pass through their city budget, it doesn't impact them.

Ms. Penry responded that she just wanted to be up front about it. Chairman Holden indicated that he appreciates that.

Judd Crawford asked if there is a fee charge for 80-20 Movie Programs.

Ms. Penry responded that there has never been a charge for the movies. This is the drive-in movie. The Mayor first brought it up to them because he had seen it in Pennsylvania and was impressed with the turnouts. So, they said that they would do it. They do get a good turnout, but there has never been a charge. It's a family thing, they show mostly animated movies – for families with small children. It is their way of celebrating Family Day. The State does it on certain days in the summer and in September.

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Charlotte Madar indicated that she had one question about the State grant she said she gets for \$22K and the Mayor matches it.

Ms. Penry responded yes, the City matches that.

Charlotte Madar commented that it says \$37K on the report, but if it was \$22K, then this should say \$44K.

Ms. Penry responded that she doesn't have that paper, so she doesn't really know.

Charlotte Madar indicated that for Youth Services it has \$37,704 but if its \$22,000 matched with \$22,000 it should be \$44,000 - so it's short \$7,000.

Ms. Penry agreed yes it is.

Chairman Holden responded that it may be that the State grant gets recorded but the City matching it does not get recorded as income because it's not income.

Charlotte Madar commented that isn't right either because \$37K doesn't match with \$22K.

Chairman Holden responded that there may be other sources of funding, for example, possibly the Golf Tournament, or whatever, he could question that. He indicated that he would flag that – the income account for 20-00.

Ms. Penry commented that she doesn't receive those papers so she doesn't really know.

Alderman Farrell asked about the juvenile review board and if it was handled (inaudible).

Ms. Penry responded that initially they had grant money from the State to get it up and running and the director was paid a stipend because there is a lot paperwork involved and coordinating of times and places. Since then the money has dried up and the Juvenile Review Board is all volunteer members from the community Really the only expense now is literature and pamphlets that they give to parents and kids, mailing etc.

Alderman Farrell asked if it works.

Ms. Penry responded that yes it does; this year they are allowed to take 17 year olds and by next year they'll be able to take 18 year olds. But they can only go through once – they only have one chance at it.

Ms. Penry indicated that she had a question for the Board of A&T in regard to her petty cash account. When she started 13 years ago, they had petty cash under \$100 because they deal with kids who need lunch money or something. She assumed it was approved because it had been there when she started but they just submitted some reimbursement receipts from Petty Cash and she was questioned as to when it had been approved. They looked back into the minutes from 1999, and the director had said it was approved by the BOA but she has nothing else in writing.



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She asked, if she can't straighten this out with Finance, would there be some way that she can have a petty cash account in her office; perhaps, reimbursed from Programs.

Charlotte Madar indicated that it sounds like she just needs a new line item in her budget.

Ms. Penry asked if it would be permitted. It's never been more than \$100.

Chairman Holden responded that he doesn't see why that can't be done. He asked if a \$100 annually enough.

Ms. Penry responded that on an annual basis, maybe \$300.

Chairman Holden responded that he wasn't sure if the BOA would need to pass an ordinance or if that could be within the decision making power of the department head as to how much to have on hand. If she's willing to shift \$300 from Programs, he doesn't think that would be an issue on either Board because these funds are going to be used toward your stated goals.

Ms. Penry responded that she's been told that she can't have money in the office.

Alderman Simonetti suggested calling Accounting to ask them how to do it. Alderman Papa suggested that she call Lou Marusik

Alderman Finn explained the reimbursement process but it was (inaudible).

Charlotte Madar asked if she could afford \$300 from her Program line or does she need additional money, because that would be a new line item.

Ms. Penry responded that she thinks they could take it out of Programs. She gave \$4000 back to the City this year.

Chairman Holden commented that he'd rather see a separate line item. He thinks that they need to come up with another name than Petty Cash, like Miscellaneous Reimbursement.

Judd Crawford mentioned that the Senior Center has a line item 80-12 called Petty Cash.

Chairman Holden responded that if that's the case, it must be something that's been cleared by ordinance or something.

There was further discussion about this issue (inaudible due to multiple discussions).

Chairman Holden indicated that he would speak to Lou this week and he'll ask him to get in contact with her.

There were no further questions or comments from either Board regarding the -2700 Youth Services Bureau line items.

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**Adjournment**

Due to no further interviews on the agenda for this evening, Chairman Holden adjourned the meeting at 9:00 p.m.

Respectfully submitted,

*Karin C. Tuke*

Clerk, Board of Apportionment and Taxation

Tape (2) both sides on File with the City Town Clerk's Office.