Call to Order/Pledge of Allegiance

Aldermanic President John Anglace called the budget workshop of the Board of Aldermen to order at 7:30 p.m. All those present rose and recited the Pledge of Allegiance.

Roll Call

Board of Aldermen:
Alderman John F. Anglace, Jr., President – present
Alderman Lynne Farrell – present
Alderman John “Jack” Finn – present
Alderman Stanley Kudej – present
Alderman Noreen McGorty – present
Alderman Eric McPherson – excused
Alderman Anthony Simonetti – present
Alderman John P. Papa -- present

Also in attendance:

Paul Hiller, Finance Director
Judson Crawford, Board of A&T Member

Paul Hiller, Finance Director, made a presentation to the Board of Aldermen discussing some of the impacts regarding the adoption of the budget, and mill rate. Mr. Hiller explained that the tax bill, especially, real estate, is high priority and would like them to be distributed in a timely fashion. Before the bills are mailed out to taxpayers, they need to be carefully reviewed to ensure that there are no errors. The bills need to be proofed by the members of the Assessor’s Office, because the senior tax credits and other discounts need to be inputted manually. This process would be delayed until the budget and mill rate are adopted.

He asked if the Board of Aldermen would consider moving up the budget adoption date from May 30, 2013 to give the administration the time needed to prepare and get the bills in the mail so as not to interfere with the cash flow process. He also pointed out the need to meet a big BOE payroll in June and that an early mailing would be a big assistance to the department.

The Board of Aldermen exchanged views on the date of the Public Hearing of Wednesday, May 15, 2013, noting that this could not be changed. The Board of Aldermen also noted that the
earliest to adopt the budget would be during the week of May 20, 2013, where there is a Budget Workshop scheduled for May 21, 2013. This date or another day might be possible but since rooms are usually booked in advance, the Board of Aldermen may have to hold a Special Meeting to adopt the budget and mill rate at a 5:30 session. That would be a recommended alternative, because the 5:30 time slot would ensure availability of obtaining a meeting room, without confronting a conflict with another Board’s schedule. Recommendations were considered to proceed with the Public Hearing on the Budget in order to digest the feedback that is given from the public. Following the Public Hearing of the Budget, adoption of the budget and mill rate on May 23, 2013, at 5:30 P.M. would be a tremendous help in meeting the needs of administration to keep the cash flow feasible.

In addition, it was noted that the Board of Aldermen would like to request further explanations and justifications from the Board of Apportionment & Taxation, in order to seek responses to their changes, before making a final decision and filing the agenda for the exact date to adopt the 2013-2014 budget and mill rate.

The Board of Aldermen discussed the budget for 2012-2013. (Starting to list from the Revenue section, then departments).

Revenue Section: Surplus, Intergovernmental Revenue, Other Governmental Revenue, Charges for Services, Fines & Forfeits, Revenues for Use of Money, Miscellaneous Revenues; it was said that the Revenue Section was stable.

They discussed the following departments: Administrative Office, with attention to line item for Public Communications; Employee Resources, with an emphasis on the line item for the Police Pension Fund; Board of Ethics; Elections; Inland/Wetlands; Economic Development Commission, with discussion about the line item for the Annual Report, Printing & Advertising and Meetings, Travel, Conferences; Planning & Zoning; Recreation; Probate Court; Elected/Appointed Officials; Conservation Commission; City/Town Clerk; Public Employees Appeals Board; Senior Center, with the attention on the Flickering Lights Program; Drug & Alcohol Commission; Zoning Appeals Board; Legal Services; Public Safety & Emergency Services; EMS Commission; Fire Marshal with attention to the line item for Part Time Employees; Animal Control with attention to the line item regarding General Supplies/Repairs; Fire Department with regards to the line item concerning Clothing/Technical Supplies and for the approach of each fire company to submit documentation for backup for Fire Company Allowances; Police Department with attention to line items concerning Regular Payroll for Non-Sworn Employees, line painting, gasoline and special operations; Youth Service Bureau; Public Health; Building Department with a question raised on the line item for Part Time Employees; Highways & Bridges with concern of line items regarding Tires-City, Parts-OEM, Parts-Senior Center, Sidewalk Repairs; Road Repairs; Public Works Director; Engineering; Tree Warden with regards to the line item for Equipment; Recycling Program concerning the Anti-Litter Program; Sanitation with regards to the line item for Garbage Collection; Board of Education; Library with attention to the line items concerning Repairs/Binding, Library Video/ Audio, Library Supplies, Electronic Database; Debt Service; Utilities; Municipal Property Maintenance with attention to the line item for Heating Fuel; Management Info Services with regards to creating a line item for Board of Aldermen laptop training; Assessor; Tax Collector; Purchasing with regards to the line item for Office Supplies; Public Risk Management; Accounting & Control with attention to the line item for Meetings, Travel & Conferences; Community Development; Miscellaneous with attention to the line items for LOCIP Projects and Fireworks; Capital Spending; Vehicle Equipment Purchase; Outside Agency Contributions; Transfer to Other Funds.
Tapes are on file in the Town Clerk’s Office.

The meeting adjourned at 9:22 p.m.

Respectfully submitted,

Brittany Gannon,
Board of Aldermen

DATE APPROVED: ______________
BY:_________________________________________

Mark A. Lauretti
Mayor, City of Shelton