Roll Call

Chairman Mark Holden  
Vice Chairman, Chris Besescheck  
Judson Crawford  
John Zikaras

Other Persons Present

John “Jack” Finn, BOA

Call To Order

Chairman Holden began the meeting at 7:00 p.m. with the Pledge of Allegiance.

Reports

Chairman Holden briefly discussed the Chairman’s Report, Contingency Account Report and Transfer Report. There were no significant issues.

Old Business

Agenda Add-On

JUDSON CRAWFORD MOTIONS TO ADD AN ITEM TO NEW BUSINESS INTERDEPARTMENTAL TRANSFERS REGARDING ELECTIONS. CHRIS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).

New Business

Intra - Departmental Transfers

1) Request from Elections Department for Three Transfers:
   - Request to Transfer $146.00 from Canvassers Account to Mileage Account
   - Request to Transfer $581.00 from Equipment Rental Account to Maintenance Account
- Request to Transfer $1,072.00 from Commissary Account to Maintenance Account.

Chairman Holden indicated that this has been reviewed by the Finance Department and the funds exist. He added that there is agreement between Jack Finn and Peter Pavone regarding this transfer of funds.

CHRIS BESESCHECK MOTIONS TO APPROVE THE FOLLOWING TRANSFERS:

- $146.00 FROM CONVASSERS ACCOUNT #001-500-413.10-06 TO MILEAGE ACCOUNT #001-0500-413.11-01.
- $581.00 FROM EQUIPMENT RENTAL ACCOUNT #001-0500-413.40-44 TO MAINTENANCE ACCOUNT #001-0500-413.65-02.
- $1,072.00 FROM COMMISSARY ACCOUNT #001-0500-413.80-41 TO MAINTENANCE ACCOUNT #001-0500-413.65-02.

JOHN ZIKARAS SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).

2) (A) Request from Conservation Commission to Transfer $3,500 from Other Outside Services Account to Part-Time Employee Account.
(B) Request to Transfer $500 from Program Development Account to Clerical/Steno Fees Account.

Chairman Holden states that this has been reviewed by Sharon Scanlon, signed off by the Department Head, and the funds do exist. An explanation is provided on transfer request.

JOHN ZIKARAS MOTIONS TO APPROVE THE FOLLOWING TRANSFERS:

- (A) $3,500 FROM OTHER OUTSIDE SERVICES ACCOUNT #001-1300-414.30-23 TO PART-TIME EMPLOYEE ACCOUNT #001-1300-414.10-02.
- (B) $500 FROM PROGRAM DEVELOPMENT ACCOUNT #001-1300-414.80-40 TO CLERICAL/STENO FEE ACCOUNT #001-1300-414.50-03.

CHRIS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0)

Judson Crawford requests that the $3,500 portion of this transfer request (A) be tabled until they receive more information from the department head in regard to the annual requirements for accounts cited. After a discussion, some board members agreed with Judd to table part of this request. John Zikaras withdrew his original motion.
JOHN ZIKARAS MOTIONS TO WITHDRAW HIS PREVIOUS MOTION AND MAKE A MOTION TO APPROVE THE TRANSFER OF (B) $500 FROM PROGRAM DEVELOPMENT ACCOUNT #001-1300-414.80-40 TO CLERICAL/STENO FEE ACCOUNT #001-1300-414.50-03. JUDSON CRAWFORD SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).

JUDSON CRAWFORD MOTIONS TO TABLE THE CONSERVATION COMMISSION TRANSFER REQUEST (A) UNTIL FURTHER INFORMATION IS PROVIDED BY THE DEPARTMENT HEAD. JOHN ZIKARAS SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).

3) Request from Probate Court to transfer $100 from Professional Fees Account to Office Supplies Account

Chairman Holden indicates that this is to cover subscription updates to CT Estate Publications. This has been reviewed by Sharon Scanlon and the funds do exist.

JOHN ZIKARIS MOTIONS TO APPROVE THE TRANSFER OF $100.00 FROM PROFESSIONAL FEES ACCOUNT #001-1100-419.30-01 TO OFFICE SUPPLIES ACCOUNT #001-1100-419.40-04. CHRIS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).

4) Request from Building Department to transfer $500 from Personnel Training Account to Emergency Services Account.

Chairman Holden stated that these additional funds were needed to cover the cost of the building demolition on North Oak Avenue. Sharon Scanlon has approved this and indicates that the funds do exist.

Judson Crawford comments that he would like to see them develop a procedure to require more information from department heads regarding these intra-departmental transfers.

CHRIS BESESCHECK MOTIONS TO APPROVE THE TRANSFER OF $500 FROM PERSONNEL TRAINING ACCOUNT #001-3100-713.10-03 TO EMERGENCY SERVICES ACCOUNT #001-3100-713.80-03. JOHN ZIKARAS SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).

5) Request from Economic Development to transfer $4,000 from the Printing/Advertising Account to the Meetings/Conference Account.

Chairman Holden commented that transfer will be used for a major event in the City this spring.
JUDSON CRAWFORD MOTIONS TO APPROVE THE TRANSFER OF $4,000 FROM PRINTING & ADVERTISING ACCOUNT #001-0700-414.30-07 TO MEETING & CONFERENCE ACCOUNT #001-0700-414-11.05 CHRIS BESESHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).

6) Request from Building Department to transfer $52,000 from Regular Payroll to Part Time Payroll.

Chairman Holden indicated that this has been reviewed by Sharon Scanlon and the funds do exist. He added that they have gone lower on regular payroll because it is less expensive to hire part time people.

Judson Crawford expressed concern that these funds were going to be used for Outside Services, not Part Time Employees. He referenced a bid awarded to an outside concern for cleaning services at the Community Center. He requested that they get a clarification if this transfer is for outside services from the Department Head in order to assure the proper line item is used. Chris Besescheck agreed that he’d like to table this in order to insure the proper accounts are used for budget purposes.

Chairman Holden indicated that enough members felt that this should be tabled in order to obtain more information in order to clarify that funds are being transferred to the most appropriate account.

Adjournment

Due to no further business on the agenda, Chairman Holden adjourned the meeting at 7:35 p.m.

Respectfully submitted,

Karin C. Tuke
Clerk, Board of Apportionment and Taxation

Tape (1 ) on File with the City Town Clerk’s Office.