Call to Order / Pledge of Allegiance

Chairperson Balamaci called the meeting of the Board of Apportionment & Taxation meeting to order at 7 p.m. All those present stood and pledged allegiance to the flag.

Roll Call

Cris Balamaci-Present
John Belden- Present
Joseph Knapik- Present
Louis Dagostine- Present
Karen Battistelli- Present
Adam Heller- Present

Board to be Governed by the Roberts Rule of Order

Chairperson Balamaci: I just wanted to bring up, since there are 3 new board members, myself included, just to remind everybody briefly, that we do abide by Robert's Rules of Order. Everything should be addressed through the Chairman, or the Vice Chairman, in my absence, to maintain that the accurate minutes. It is hard to transcribe when we are all talking, so no cross-talking amongst ourselves. And, just a reminder that the minutes are public record for review.

Joseph Knapik: This Robert's rule thing, it is something new, because I don't recall it have occurring in the past.

Chairperson Balamaci: No, the Robert's Rule of Order, when most government municipalities have organized meetings, they follow that. That is so there is no cross-conversation, you keep synched minutes, It's not new. All of the governments follow this.

Joseph Knapik: I think it is new, in regard to the Board of Apportionment and Taxation is concerned.

Chairperson Balamaci: It is just about motions and not having cross-conversation when we address something, It is supposed to go through the chairman.
Joseph Knapik: Well, Robert's Rules of Orders can be quite intricate.

Chairperson Balamaci: Oh, absolutely, and I am just adhering to the agenda as being set like that, and that is all that it is about.

Joseph Knapik: And, we need someone, who is an arbitrator present at the meeting, because I think the potential for inhibiting discussion is there, with a strict adherence to Robert's Rule of Order.

Chairperson Balamaci: I think that may be in another venue, but I don't think it is needed at the Board of A&T. All I am saying is that we need to stick to the agenda; the minutes need to be accurate. When there is cross-conversation, not addressed through the Chairman, and/or Vice-Chairman, it's very difficult for the clerk to translate the minutes accurately, and that can pose a problem if we have minutes that are not accurate.

Joseph Knapik: So, if we have a question for a person appearing for the Board of A&T, we would say it to you, and you would relay it to that person?

Chairperson Balamaci: No, the Chairman typically reiterates what is being posed. In other words, when someone comes and presents their information for a line transfer, It gets funneled through me just to recap so we are all on the same page before a motion, and then it is seconded, and then we ask if there is any discussion, and then that is open, and if there is no discussion, you move forward and vote. It's no different than what you have been doing. I just wanted it on the agenda since there were 3 new members.

Joseph Knapik: This is, after a member of the Board of A&T, addresses a person soliciting information?

Chairperson Balamaci: Nothing has changed on your part. It is just for the 3 new members to adhere that we are abiding by Robert's Rule of Order, so nothing has changed, as far as, you have been on the Board for a few years. It's the same.

Joseph Knapik: Well, hopefully not.

Chairperson Balamaci: Well, as far as the content. Thanks.

Mayor Mark A. Lauretti Joined the Meeting Via Conference Call at Approximately 7:05pm.

Approval of Regular Meeting Minutes of December 17, 2015

Chairperson Balamaci: Basically, did everyone have an opportunity of review the minutes of December 17, 2015 meeting?
Joseph Knapik MOVED to approve the December 17, 2015 Regular Meeting Minutes, SECONDED by John Belden. All were in favor, MOTION CARRIED.

DISCUSSION:

Chairperson Balamaci: However, I do need to amend just one minor error, my name was spelt incorrectly under the Roll Call, there is no H, and Nick is already aware of that, and corrected it.

Reports

a) Chairman's Report: In Packet

b) Contingency Account Report:

Chairperson Balamaci: Just an FYI of the contingency report that was sent for review, and I'm assuming that everybody had a chance to review it.

c) Transfer's Report: No Report Given.

Old Business

A) Request for Highways & Bridges to Transfer $16,500 from Regular Payroll to Police Parts

Chairperson Balamaci: Please, for the record, introduce yourself

Ernest Hutchinson: Good evening, my name is Ernest Hutchinson, and I am representing Paul DiMauro, Director of Highways and Bridges, and George Stachowitz, the Superintendent. We are before you, this evening, for some transfers.

Chairperson Balamaci: Yes, have a seat.

Ernest Hutchinson: Thank you.

Chairperson Balamaci: We are going to go over that were previously presented In December. Unfortunately, at that time, we could not approve them because we did not have the budget run in front of us. The first one that I have is account line # 0013200712.10-01 (Regular Payroll), and the request is to transfer to Police Parts, 0013200712.40-42, for the amount of $16,500, and you provided the rationale to us previously, and I am assuming that has been the same for us.

Ernest Hutchinson: Mr. Hiller is going to speak.
Paul Hiller: Madam Chairman, Paul Hiller, Director of Finance, under New Business, there is a subsequent request from the Department of Highways and Bridges, which amends this amount. It would be appropriate to turn down this request, and to look at the other request in New Business.

Chairperson Balamaci: Thank you, I thought that I needed to go through the Old Business.

Paul Hiller: Absolutely, you are correct.

Joseph Knapik: So, that $16,500, is off the table?

Chairperson Balamaci: Correct, we need to vote on that at the Old Business, as far as with the New Business, we know that the amount has increased since the last time we met.

Joseph Knapik: You're not combining the two?

Chairperson Balamaci: No, we have a separate request. So, the $16,500 still needs to be approved, correct?

Ernest Hutchinson: No, we are removing it.

Mayor Lauretti: Present the motion for the dollar amount that you want to approve.

Chairperson Balamaci: OK, I am presenting the motion for $22,163.

Joseph Knapik: I thought it was $16,000.

Chairperson Balamaci: In lieu of that, that was Old Business. In the month that has transpired, he has changed and upped the amount due to unexpected circumstances. This is the rationale that they have provided.

Joseph Knapik: This is money being transferred from the Street Department….

Chairperson Balamaci: Regular Payroll to Police Parts, the line Item is identical to the one previously, but the amount has changed, so what I am being told, and I understand, is we are losing the $16,500, and in lieu of that, we are voting on the $22,163, as the Mayor has reflected on right now.

Joseph Knapik: Well, some discussion on this first. I want to make the comment that what I think we are doing is transferring surplus monies from one department’s historically huge surplus, to another department’s historically huge surplus.

Chairperson Balamaci: Well, here’s the thing, I’d rather have surpluses than deficits, that’s the first thing, and as long…
Joseph Knapik: As long as they are used for a positive purpose, or result in a lower tax rate, yes.

John Belden: It's not surplus it's the current budget.

Joseph Knapik: No, it will be. It historically will be.

John Belden: You know that for a fact?

Joseph Knapik: Historically, over past years..

John Belden: Yes, but this year it is not a surplus. Right now, it is an actual budget.

Joseph Knapik: But it will be.

John Belden: You can say what you want.

Joseph Knapik: They have it already. Historically, they have it.

Chairperson Balamaci: Did you review what was sent to you December 18, 2015. He itemized and drilled down why they needed the $22,163.

Joseph Knapik: The materials that were mailed, I've read. I haven't had the chance to consider the added items..

Chairperson Balamaci: This was from December. December 18 via email was sent.

Mayor Lauretti: Cris, is there a motion on the floor?

Chairperson Balamaci: Yes, there is, but is has not been seconded.

Mayor Lauretti: So, call for a second. The protocol is you call for a second, and after the second there is a discussion. If there is no second, there is no discussion.

Chairperson Balamaci: Right. So, when Mr. Knapik interjected, I was trying to get the second, but we didn’t get it.

Mayor Lauretti: So, overrule him then.

Chairperson Balamaci: I will. OK, so let's go back…


Chairperson Balamaci MOVED to approve the amount of $22,163 to be transferred from Regular Payroll (0013200712.10-01), to Police Parts
(0013200712.40-42), SECONDED by John Belden. All were in favor, MOTION CARRIED.

Further Discussion:

Adam Heller: For verification, on budget run off that we received today, I'm just not clear on the numbers I'm looking at. It was prepared on 1/20/2016, but the accounting period is period 4. I'm not clear at what these numbers represent so if these numbers can be cleared up.

Mayor Lauretti: What's the question?

Adam Heller: When are these numbers actually dated, because they were prepared on 1/20/2016, but the accounting period is period 4.

Paul Hiller: These would be on this particular account. These would be all, in this account, the Highways and Bridges account, would be for expenses that were incurred in Highways and Bridges, line...

Adam Heller: I am looking at the entire report.

Paul Hiller: Well, the entire report, just to walk you through that. The original budget is the budget that was adopted by the Board of Alderman last May, and that is the budget that we are working from. The adjusted budget would only impact if there were some minor changes, such as purchase orders, which would carry over, and they would be very minimal. YTD, on all of the operating lines, not the payroll lines, because our payroll system has not kept up, but the other accounts, for example, on Highways and Bridges, which is account 0013200, all of those expenses are expenses that have been paid, or which may be purchase orders that have been issued, which would be the current encumbrances, and it shows the balance remaining. If you look at this particular account, which is 4042, which is parts police with an original budget of $32,000. Adjusted to $36,358, which would have been some purchase orders which were which outstanding as of June 30 [2015], from the previous fiscal year. They had spent $27,601.

Adam Heller: I think I can save a little bit of time, I understand all of this. I was talking specifically about the accounting period vs. the date it was run.

Paul Hiller: The accounting period is because that indicates the payroll accounts are current through the end of October. They haven't been posted through then. That's the 4 period.

Adam Heller: So, the entire reports dates are based solely on the payroll accounts?

Paul Hiller: No, but the other accounts, which are the Accounts Payable accounts, or the operating accounts, relating to parts, tires, maintenance supplies.
Adam Heller: I understand. I am just trying to reconcile with period 7, which was when it was prepared.

Paul Hiller: It would be as of January 20 [2015].

Adam Heller: What is as of January 20 [2015]?

Paul Hiller: All accounts, with exception to the payroll accounts.

Adam Heller: So, we only see the account that we just transferred from as of October?


Adam Heller: So, we are missing November and December, and most of January.

Paul Hiller: January had not been posted.

Adam Heller: So we have almost 3 months not knowing what payroll is, and we just transferred from there.

Paul Hiller: Well, YTD actually, if you look at the YTD actual, $518,000 would be roughly a 4 month payroll, depending on when the dates fell.

Mayor Lauretti: Hey Paul, are you discussing the status of payroll accounts?

Paul Hiller: Only as it relates to this transfer, because this transfer is coming from this payroll account.

Mayor Lauretti: Right, and there is a projected surplus in the payroll account based on the fact that we have shifted gears in how we provide services, instead of full time employees, our employees who are out on compensation, for one reason or another, we privatize this stuff. This is getting far too complicated.

Adam Heller: I wasn't asking anything about that at all. I was simply trying to reconcile why I see a date of January, and an accounting period of October, and what numbers we are actually looking at. I wasn't talking about surpluses or deficits, transfers, I was just wondering if I am looking at October's payroll, which I am discovering now. How would we reconcile that to January's dates?

Paul Hiller: I understand.

Adam Heller: Thank you.
Chairperson Balamaci: Ernie, can you have a seat, and we will get back to you in New Business.

B) Request from Building Department to Transfer $40,000 from Regular Payroll to Part Time Payroll

Joseph Ballaro – Building Official, City of Shelton

Chairperson Balamaci: You are requesting the line transfer that we had tabled in December, as well. Do I hear a motion for the Regular Payroll (0013100713.10-01) transfer to the account Part-Time Payroll (001300713.10-02), in the amount of $40,000 to cover part-time employees thru 2/17/2016? Do I hear a motion?

John Belden MOVED to approve the transfer of $40,000 from Regular Payroll (0013100713.10-01) to Part-Time Payroll (0013100713.10-02), SECONDED by Karen Battistelli. 5 were in favor (Cris Balamaci, John Belden, Joseph Knapik, Louis Dagostine, Karen Battistelli), 1 opposed (Adam Heller). MOTION CARRIED.

Discussion:

Joseph Knapik: Discussion, by way of comment. If there are skilled and licensed people who are willing to work part-time, rather than full-time, as long as they are willing to do so, I support the motion.

Chairperson Balamaci: I am not following you, but I assume they are willing to do that if they are working.

Joseph Knapik: Yes.

Adam Heller: Can I make a comment as well?

Chairperson Balamaci: Yes.

Adam Heller: I’m going to have a hard time voting for anything with regards to payroll if there is a 3 month discrepancy between the numbers I am seeing and the numbers that we have now. I don’t know what is happening in the interim, I don’t know how it impacts, in terms of there are more people hired. I do not have any of that information. All I know is that we have payroll through October, and now we are in the end of January. So, I don’t know what numbers payroll are at this time.

Chairperson Balamaci: I have no comments, I cannot answer anything other than that it appears that they have the money to transfer, and you are not willing to…

Paul Hiller: I will comment on that briefly. I appreciate your comments, and we are working diligently and we’ve installed a new payroll provider last year, and have had difficulty implementing and tying it to our general ledger system. Really, what this is an effort on Mr. Ballaro’s part; as obviously other departments do as well, keep a
good track on each individual account, and estimate. He does have, due to the staffing levels of the department, several part-time employees and some vacancies in the full time department. And, as a result, his estimates are, I believe, close to accurate.

Mayor Lauretti: Paul, once again this getting far too complicated. There is a simple answer to this thing. We know every payroll period, how much the full-time payroll is. So, if we don't have the numbers posted for November and December, give them the projections. You know what it is every month.

Adam Heller: As long as I have some information on it.

Mayor Lauretti: The fact of which that we had not posted since October has nothing to do with the availability of funds, or the fact that the Full-Time payroll account is sufficient.

Louis Dagostine: Madam Chairwoman, how can we get that Information, so we can get up to speed? Is it because you are implementing this new policy, or program.

Paul Hiller: It is not a policy, it is just a question of payroll department, which is 1 1/2 people working diligently on, first off getting people paid, which is their primary responsibility. And, also calendar year-end duties such as getting W-2's and 1099's out is a critical effort. I am as frustrated as that is concerned, too. But, I think the way that I have been doing it is looking and saying, his permanent staffing has not changed. What you are looking at is basically 4 month, or 1/3 of the year and he's got significant funds remaining, approximately $145,000 remaining for 8 months, and will have spent some $56,000 roughly if you look at the year-to-date, and the unposted expenditures. So, triple that number, and my best guess is that he is going to spend about $170,000 in regular payroll.

Chairperson Balamaci: Thank you.

**New Business**

B) Request from Highways and Bridges to Transfer $130,000 from Regular Payroll (0013200712.10-01) to Part-Time Payroll (0013200712.10-02)

**Ernest Hutchinson** - Representing Paul DiMauro, Highways and Bridges Department.

Chairperson Balamaci: The rationale is so stated on the reason for request for the adopted budget of $250,000, which there is a short-fall. I would like to accept a motion.
John Belden MOVED to approve the transfer of $130,000 from Regular Payroll (0013200712.10-01) to Part-Time Payroll (0013200712.10-02), SECONDED by Karen Battistelli. 4 were in favor (Cris Balamaci, John Belden, Louis Dagostine, Karen Battistelli), 2 opposed (Adam Heller, Joseph Knapik). MOTION CARRIED.

Discussion:

Joseph Knapik: discussion, as has been the case in the past, historically. We did make some progress in having an agenda mailed to us, which gave us time to think about what we must act on, delineating the matters involved. Now, all of a sudden, at the beginning of the meeting, there was no time to consider, no time to think about. We are suddenly faced with having to move $130,000. I don’t think this good form, and on that basis I will not support this motion.

Louis Dagostine: Madam Chairwoman, may I ask? In terms of the short-fall of $130,000. Is that going to take you to the end of the year?

Ernest Hutchinson: Yes.

Louis Dagostine: And do you anticipate making any full-time hires between now, and the end of the fiscal year, that would impact the amount of money you are transferring?

Ernest Hutchinson: At this juncture, we will still have remaining $330,678.11 at the end of the full-time payroll at the end of the fiscal year.

Louis Dagostine: And that will cover the current employees, and any potential hires?

Ernest Hutchinson: Plus the transfer of $130,000.

-) Request from Highways and Bridges to Transfer $15,000 from Maintenance/Major Repairs (0013200712.40-32) to Highways Parts (0013200712.40-36)

Chairperson Balamaci: The rationale so stated is from antiquated vehicles.

Ernest Hutchinson: The terminology of that is entirely incorrect and I apologize for that. The actual thing is that we need more money for the repairs, that’s the bottom line.

Chairperson Balamaci: Ok, I see.

Adam Heller MOVED to approve the transfer of $15,000 from Maintenance/Major Repairs (0013200712.40-32) to Highways Parts (0013200712.40-36), SECONDED by John Belden. All were in favor, MOTION CARRIED.

Discussion:
Joseph Knapik: What are H&B Parts?
Ernest Hutchinson: Highways and Bridges.
Joseph Knapik: Oh, ok.
Chairperson Balamaci: Any further discussion?
Adam Heller: Yes, so these are parts that are outside the, wait never mind I answered my own question. We’re good.

- Request from Highways and Bridges to Transfer $7,000 from Maintenance/Major Repairs (0013200712.40-32) to Cement, Lumber, and Pipe (0013200712.40-25)

Chairperson Balamaci: The rationale was that our [Highways and Bridges] department had underestimated this due to many unscheduled repairs. Is there anything else, Ernest, that you need to add to that?

Ernest Hutchinson: Madam Chairwoman, that sums it up in a nutshell, that's it.

Adam Heller MOVED to approve the transfer of $7,000 from Maintenance/Major Repairs (0013200712.40-32) to Cement, Lumber, and Pipe (0013200712.40-25), SECONDED by John Belden. All in favor, MOTION CARRIED.

Discussion:

Joseph Knapi: Just a comment. Again, this is another case of the Board being informed at the 11th hour, or maybe 1 minute before Midnight, of transfers that need to be made. No advanced notice had been provided. However, the sum of the money is so small, this one I would support.

Ernest Hutchinson: I would like to thank Madam Chairwoman and the Board [of Apportionment and Taxation] for their time this evening.

Louis Dagostine MOVED to adjourn the Regular Board of Apportionment and Taxation meeting, SECONDED by Karen Battistelli at 7:30. All in favor, MOTION CARRIED.

Respectfully Submitted,

Nicholas Twigg
Nicholas Twigg
Clerk
1 tape on file in City Clerk’s office