Call to Order / Pledge of Allegiance

Vice Chairperson Karen Battistelli 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

Approval of Regular Meeting Minutes of February 25, 2016

Karen Battistelli: For the record, we are all here, except for the Chairperson, Cris Balamaci, who is en route from work. We will now review the minutes. Has everybody had a chance to review the minutes.

Lou Dagostine MOVED to approve the February 26, 2016 Regular Meeting Minutes, SECONDED by Adam Heller. All were in favor, MOTION CARRIED.

Reports

a) Contingency Account Report: In Packet

b) Transfer’s Report: In Packet

New Business

A) Request from Purchasing to Transfer $18,641 from Regular Payroll to Part-Time Payroll.
Gene Sullivan - Purchasing Agent

Lou Dagostine MOVED to approve the transfer of $18,641 from Regular Payroll (001-5500-412.10-01) to Part-Time Payroll (001-5500-412.10-02), SECONDED by John Belden. All were in favor, MOTION CARRIED.

Discussion:

Gene Sullivan: What I did, was ask Melissa Camerato, to give me a report as to what she has, because she is the Payroll clerk. So, she wrote me this little letter. "As of March 31, [2016], you are in the hole $9,254.00, and I factored Elizabeth St. John working 70/week from now until the end of the fiscal year, which is $9,387. So, you are in the hole for a total of $18,641.00".

Joseph Knapik: So, someone had to work longer than originally planned?

Gene Sullivan: I don’t quite understand the question.

Joseph Knapik: Why are you requesting the money to be transferred?

Gene Sullivan: Because there is not enough money in the account to pay the person.

Joseph Knapik: Why is that?

Gene Sullivan: Because there was only $10,000 in the account initially.

Karen Battistelli: You might say that it wasn't budgeted, or that you needed this part-time person more.

Gene Sullivan: It was never budgeted, because there was $10,000 in there, and now she is staying on longer.

Adam Heller: I just have my usual objection because the payroll information is not up to date.

B) Request from Parks and Recreation to Transfer $24,000 from Regular Payroll to Part-Time Payroll, Transfer $200 form Regular Payroll to Clerical/Steno Fee, Transfer $2,300 from Regular Payroll to Parts, Repairs-Mowers, Transfer $4,500 from Regular Payroll to Outside Services, and Transfer $1,000 from Regular Payroll to Overtime.

Ron Herrick - Parks and Recreation Director
John Belden MOVED to approve the transfer of $24,000 from Regular Payroll (001-1000-622.10-01) to Part-Time Payroll (001-1000-622.10-02), $200 from Regular Payroll (001-1000-622.10-01) to Clerical/Steno Fee (001-1000-622.50-03), $2,300 from Regular Payroll (001-1000-622.10-01) to Parts and Repairs (001-1000-622.65-03), $4,500 from Regular Payroll (001-1000-622.10-01) to Outside Services (001-1000-622.30-01), and $1,000 from Regular Payroll (001-1000-622.10-01) to Overtime (001-1000-622.10-07) SECONDED by Lou Dagostine. All were in favor, MOTION CARRIED.

Discussion:

Karen Battistelli: So, now it is ready to pay the summer help?

Ron Herrick: Yes, summer help, and we have 4 part-timers on right now, and their hours have been extended. They are typically at 29 hours, but have been approved up to 40 hours and sometimes above. I have 2 college kids starting next week, also. That is the majority; also, boat ramp season is beginning, so it is a busy season for us.

Joe Knapik: Did you originally anticipate this expense?

Ron Herrick: Not quite this much, we have 4 full-time openings, you are aware, so I have 4 part timers filling that. If I had my full-timers filled, I wouldn't need the part-timers.

Joe Knapik: I don't understand that.

Ron Herrick: I have 4 full-time openings. I need 4 part-timers to do the work.

Joe Knapik: So, you did not realize this this year?

Ron Herrick: No, I was hoping to have a full-time person, which is why it is in the line item.

Adam Heller: How many years were we expected to hire?

Ron Herrick: Quite a bit, but as I told you at the budget hearing, I have been told that the tests will be given. We are changing the job descriptions, which will require CDL’s, so once it goes through the unions with that requirement; it will go to Mr. Bashar.

Karen Battistelli: OK, that is the first item. The second is for clerical/steno fees.

Ron Herrick: Yes, that is for Parks and Recreation Committee meetings. Nick is our clerk, and just did not have enough to finish the year.
Karen Battistelli: Do we have any discussion on that one?

Lou Dagostine: Nick has to get paid.

Karen Battistelli: Ok, and the next one down is Part’s and Repairs, for $2,300.

Ron Herrick: That is for our mowers and tractors. And, it is an unknown how many break downs we are going to have. How many belts, flat tires, things like that. So, that would get us through the year.

Adam Heller: How often Is the equipment replaced?

Ron Herrick: Approximately every 4 years, we hope to replace. It doesn't always work that way. We have enough mowers, where we are able to rotate. Some pieces of equipment are used approximately 30 hours a week, and it is not used like at your home.

Adam Heller: Do we keep maintenance hours, or number of specific repairs?

Ron Herrick: Not specific repairs.

Adam Heller: So, we don't know if had replaced a specific blade a couple times?

Ron Herrick: Yes, we pull through the blades, and they keep that at the Parks Department?

Adam Heller: How about the frequency of replacement?

Ron Herrick: I don't have the hours. Typically, we do it twice a year.

Adam Heller: What I am getting at, is do we know the cost to replace a piece of equipment.

Ron Herrick: Not each piece, no.

Lou Dagostine: Do you do all of the repairs in house?

Ron Herrick: No, very little.

Lou Dagostine: Where do you go to do the work?

Ron Herrick: We can go down to Knights In Orange. We will do some minor repairs, replacing blades and what not. Prestons, across from Riverview Park. We only have one John Deere machine right now, so there is not much there.
Karen Battistelli: OK, outside services, you want $4,500 to be transferred. I have a question about outside services; you said it was to pay for use of outside members for landscaping and tree work. You have an outside tree service in the budget.

Ron Herrick: Tree service is not mine; you are talking about the tree warden. I don't have a line item for tree services. And, outside services covers a number of things. If I need tree work done in a park, which would come out of that. The tree warden does not handle the trees in the park. Also, irrigation, which we are doing now, we have broken pipes from the winter, so we will call an outside agency for that. Also, we supplement with outside landscaping, Ken Roberts is covering the high school baseball field for a couple weeks. We cannot cover everything, so we supplement with that.

Joe Knapik: So, tree warden doesn’t get involved with a park or playground.

Ron Herrick: No, Parks takes care with that.

Lou Dagostine: Are we using outside vendors because we are not fully staffed?

Ron Herrick: Yes, and the scope of the job. The high school keeps adding sports, leagues, and teams, and we take care of it. We have to prep the fields, and we didn't have lacrosse at the youth level a few years ago, and we did not have field hockey, which started. It is much more to take care of, at this time. And, it all comes at once.

Lou Dagostine: Who, more out of curiosity, do the leagues take care of the field maintenance?

Ron Herrick: They do most of it. They are very good. We will paint the lines, because they do not have the capabilities. They, for the most part, will cut up at American, they had a different situation with a donation, but we get called when they get tight.

Karen Battistelli: OK, any more? The last one, is $1,000 to overtime.

Ron Herrick: Just, at this time, we are using overtime to keep up with things. We even have some part-timers working overtime.

Joe Knapik: Do the part-timers get time and a half?

Ron Herrick: Very rarely, but if they work over 40 hours in a week they do.

Ron Herrick: One thing, In reference to the budget hearing. Someone had said that we had a turn back of $12,000, with the playground specifically, we actually only turned back $2,000, so maybe it was misread.
C) Request from Library to Transfer $750 from Mileage to Postage

Elspeth Lydon - Library Director

Lou Dagostine MOVED to approve the transfer of $750 from Mileage (001-4400-621.11-01) to Postage (001-4400-621.40-25), SECONDED by Adam Heller. All were in favor, MOTION CARRIED.

Discussion:

Elspeth Lydon: People are charging more for shipping that we used to get free shipping on. We used to have a larger amount in postage but I cut it down because we were returning money. I know you would much rather have me cut it down, rather than having it sitting there. I must have misread the situations coming together. Now, I am short.

D) Request from Fire Marshal to Transfer $6,000 from Part-Time Payroll to Emergency Lights

Jim Tortora - Fire Marshal

Lou Dagostine MOVED to approve the transfer of $6,000 from Part-Time Payroll (001-2200-512.10-02) to Emergency Lights (001-2200-512.60-18), SECONDED by Adam Heller. All were in favor, MOTION CARRIED.

Discussion:

Jim Tortora: We have a new truck that came in, that we have the basic package on, but we want to upgrade to a better package, and we want to upgrade the lighting package on the existing vehicles, as well, for safety reasons. I don’t need the money in part-time because I was down a few people for 6-7 months.

D) Request from Elections to Transfer $150 from Canvassers to Commissary

Jack Finn - Elections (D)

Adam Heller MOVED to approve the transfer of $150 from Canvassers (001-0500-413.10-06) to Commissary (001-0500-413.80-41), SECONDED by Joe Knapik. All were in favor, MOTION CARRIED.

No Discussion.
E) Request from Fire Department to Transfer $8,000 from Professional Services to Part-Time Payroll and $4,000 from Professional Services to Building Maintenance

Francis Jones - Fire Chief

Adam Heller MOVED to approve the transfer of $8,000 from Professional Services (001-2400-512.30-01) to Part-Time Employees (001-2400-512.10-02) and $4,000 from Professional Services (001-2400-512.30-01) to Building Maintenance (001-2400-512.11-07), SECONDED by Joe Knapik. All were in favor, MOTION CARRIED.

Discussion:

Fran Jones: The Fire Department payroll is about $18,000 per month, so when I spoke to Melissa Camerato at finance, with April, May, and June, my last summary sheet, I was about $52,000 it puts me right at the edge of having a shortfall, so I wanted to move money to Part-Time so there is no shortfall at the end of the fiscal year budget. The $4,000 transfer to Building Maintenance, I am at $0 for the year, with 2 months to go, and I have to buy toiletries and paper towels for the fire house, and that will take care of the 4 fire stations, and the maintenance garage. There is $15,000 in Professional Services now, and the way that account was set up was if we went to an Employee Assistance program, It hasn't happened and I don't anticipate it happening until the next budget year. The other part of that money was to be used for architectural drawing for the new Fire House development, so the $4,000 left is sufficient.

Adam Heller: What are we going to do about the negative balance on the Pension Incentive Awards?

Fran Jones: That, I was waiting until the very end of the year, and work with the Finance Director, and whatever is left in the budget we would move it at the very end as an end-of-year transfer. We spoke about it that it needs to be funding at about $140,000 a year, and consistently it is funded at about $110,000, so it is the same conversation about this time of the year, every year.

Joe Knapik: These things are anticipatory, and you are being proactive, so.
Adam Heller MOVED to adjourn the Regular Board of Apportionment and Taxation meeting, SECONDED by Cris Balamaci at 7:30. All in favor, MOTION CARRIED.

Respectfully Submitted,

Nicholas Twigg

Nicholas Twigg

Clerk

1 tape on file in City Clerk’s office