City of Shelton
Board of Appointment and Taxation
Minutes
March 26, 2015
6:00PM, Room #104

1. Call to Order
The meeting was called to order by Chairman Charlotte Madar at 6:00PM.

Members Present:
Charlotte Madar, Chairman
Joe Knapik
Joe Palmucci
John Belden
Louis J. Dagostine III
John "Jay" Zikaras

Also Present:
Ronald Herrick, Parks and Recreation Director
Margaret Domorod, City/Town Clerk
Ernie Hutchinson, Highways and Bridges

2. Pledge of Allegiance
Chairman Madar led those assembled in the Pledge of Allegiance.

3. Approval of Minutes
a. Regular Meeting of January 22, 2015
   Joe Palmucci made a motion to approve the minutes as written with the exception of changing John to Joe in section 3. Joe Knapik seconded the motion. Jay Zikaras abstained. All others present were in favor.

4. Reports
a. Chairman’s Report
   We started the budget meetings.
b. Contingency Account Report
c. Transfer Report
   Jay Zikaras:
   Money was transferred to the elections by the Aldermen and I don’t see it on the report.
   Charlotte Madar:
   The Board of Aldermen approved the transfer of it but it isn’t shown yet. We can look into that.
5. **Old Business**

6. **New Business**
   a. Intra-departmental Transfers
      1. Request from Parks and Recreation to transfer $4,500 from Regular Payroll to Parts, Repairs-Mowers and transfer $4,000 from Regular Payroll to Overtime Pay.

Charlotte Madar:
You've asked for a transfer of funds. Could you please explain why you need the transfer?

**Ronald Herrick**
**Parks and Recreation Director:**
Parts and Repairs are due mainly to one large tractor and going into the spring we'll need to use money for mowing. The balance is about $1000 and we'll need more.

The second request is overtime from storms. The balance is about $35. There will be a lot of overtime in May.

Charlotte Madar:
Will that be enough for tat and Regular Payroll?

Ronald Herrick:
Yes, I should have enough.

Jay Zikaras:
How old is the Massey Ferguson?
Ronald Herrick:
Not ready to replace yet but getting vehicle with a plow first. We try to replace one per year.

*Louis J. Dagostine III made a motion to transfer from Parks and Recreation to transfer $4,500 from Regular Payroll (001-1000-622.10-01) to Parts, Repairs-Mowers (001-1000-622.65-07) and transfer $4,000 from Regular Payroll (001-1000-622.10-01) to Overtime Pay (001-1000-622.10-07). The motion was seconded by Joe Palmucci. All were in favor.*

2. Request from City/ Town Clerk to transfer $14,000 from Regular Payroll to Part-time Payroll and transfer $1,000 Professional Services to Printing and Advertising.

**Margaret Domorod**
**City/Town Clerk:**
First request:
This was requested in January. We’re running low on part-time payroll because we had a provisional employee and her pay was coming out of Part-time Payroll. There’s one position not filled in Full-time so that would balance out. $14,000 will be sufficient to the end of June.

Second request:
We ran out of money on printing and advertising because of primaries and elections and publishing legal notices. They can be lengthy and expensive.

Charlotte Madar:
You’re overdrawn by $7,000. That would leave $283 after the transfer. Is that enough?

Marge Domorod:
There are no big expenditures like elections so that will be enough.

Joe Knapik:
Couldn’t the personnel be foreseen so you wouldn’t have to make these requests?

Marge Domorod:
We hired a provisional employee that went to another department so we hired another provisional employee. It was a circumstance that I wasn’t too pleased with myself.

Joe Knapik:
Twenty-nine hours seems to be the number. Why is that?

Marge Domorod:
Obamacare.

Jay Zikaras:
Do you feel comfortable paying for ballots from your department?
Margaret Domorod:

We only pay for absentee ballots. Other ballots are paid by the Registrar.

Joe Palmucci made a motion to transfer $14,000 from Regular Payroll (001-1400-415.10-02) to Part-time Payroll (001-1400-415.30-02) and transfer $1,000 Professional Services (001-1000-415-30-01) to Printing and Advertising (001-1400-415.30-07). The motion was seconded by Jay Zikaras. All were in favor.

3. Request from Highways & Bridges to transfer $88,000 from Regular Payroll to Part-time Payroll, transfer $10,000 from Police Tires to Police Parts, transfer $15,000 from Maint/Major Repairs to H&B Parts, transfer $5,000 from Sidewalk Repairs to Cement, Lumber & Pipe, and transfer $2,000 from Cleaning Supplies to Building Maintenance.

Charlotte Madar:
Please explain your first request to transfer $88,000 from Regular Payroll to Part-time Payroll.

Ernie Hutchinson
Highways & Bridges:
Request to remove this from the agenda.

Charlotte Madar:
Ok.
Please explain the transfer of $10,000 from Police Tires to Police Parts.

Ernie Hutchinson:
The budget had requested $36,000 and been approved for $32,000 so we started with a shortfall. The fleet is older so the cost is rising. We are also outsourcing the servicing. In the past labor wasn't shown, now it is.

Charlotte Madar:
There's $6,000 remaining. Will that be enough? You're left with $5,088 not $6,000. Will that be enough?

Ernie Hutchinson:
We have to make it work. We have sufficient supplies in the department.

Joe Palmucci made a motion to transfer $10,000 as requested from Police Tires (001-3200-712.40-41) to Police Parts (001-3200-714.40-42). The motion was seconded by Louis Dagostine. All were in favor.
Charlotte Madar:
The next item is the transfer of $15,000 from Maint/Major Repairs to H&B Parts. If you could explain.

Ernie Hutchinson:
It’s an old fleet. We are bringing in new vehicles but the fleet is old and requires a lot of maintenance. We use subcontractors during storms and they use our vehicles and they use them hard.

A motion was made by Joe Palmucci to transfer $15,000 from Maint/Major Repairs (001-3200-712.60-10) to H&B Parts (001-3200-712.40-36). The motion was seconded by John Belden. All were in favor.

Charlotte Madar: The next request is to transfer $5,000 from Sidewalk Repairs to Cement, Lumber & Pipe. Please explain.

Ernie Hutchinson:
We need to look closer at that line item because that’s not a big number and there have been extensive repairs.

Charlotte Madar:
Are the sidewalks holding up ok?

Ernie Hutchinson:
They should be ok.

Charlotte Madar:
There are three months left.

Joe Palmucci made a motion to transfer $5,000 from Sidewalk Repairs (001-3200-712.60-10) to Cement, Lumber & Pipe (001-3200-712.40-25). The motion was seconded by Jay Zikaras. All were in favor.

Charlotte Madar:
Could you tell us about the request to transfer funds from Cleaning Supplies to Building Maintenance?

Ernie Hutchinson:
We proposed $42,000 and were approved for $5,000. The alarm system had to be repaired. That was 20% of the approved budget.

Charlotte Madar:
You have a balance of $35. After the transfer that would give you $2,035 (in Building Maintenance). Will that be enough?
Ernie Hutchinson:
Yes.

Joe Palmucci made a motion to transfer $2,000 from Cleaning Supplies (001-3200-712.40-08) to Building Maintenance (001-3200-712.65-08) as requested. The motion was seconded by Louis Dagostine. All were in favor.

7. Adjournment

Charlotte Madar:

We are adjourned.

Respectfully submitted by K. Anglace, clerk.