Call to Order / Pledge of Allegiance

Chairperson Cris 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- Excused  
Karen Battistelli- Excused  
Adam Heller- Present

Approval of Minutes

a) Budget Hearing Meeting of April 6, 2016  
b) Budget Hearing Meeting of April 11, 2016  
c) Budget Hearing Meeting of April 13, 2016  
d) Budget Hearing Meeting of April 18, 2016  
e) Budget Hearing Meeting of April 20, 2016  
f) Budget Hearing Meeting of April 27, 2016  
g) Budget Hearing Meeting of April 28, 2016

Adam Heller MOVED to approve the minutes listed above, SECONDED by John Belden. All in favor, MOTION CARRIED.

Discussion:

Cris Balamaci: Did everybody get a chance to review the minutes?

Joseph Knapik: For the most part.

Cris Balamaci: Can I get a motion to accept them.
Joseph Knapik: I would say, with these minutes, they started off, as someone informally said, organized, but then there is so much there, and it would be so difficult to write up. I would understand that the many references to the tapes on the latter meetings, but since they were meeting hearings, and so much was said, in this case, I would be in favor of approving them.

**Reports**

a) **Contingency Account Report:** None Given from Accounting

b) **Transfer's Report:** None Given from Accounting

**New Business**

a) Request from Animal Control to Transfer $4,200 from Food and Bedding Supplies to Regular Payroll and transfer $2,500 from Food and Bedding Supplies to Veterinarian

Leon Sylvester – Animal Control Supervisor

Adam Heller MOVED to approve the request from Animal Control to Transfer $4,200 from Food and Bedding Supplies (001-2300-519.40-13) to Regular Payroll (001-2300-519.10-01), SECONDED by John Belden. All in favor, MOTION CARRIED.

John Belden MOVED to approve the request from Animal Control to Transfer $2,500 from Food and Bedding Supplies (001-2300-519.40-13) to Veterinarian (001-2300-519.30-13), SECONDED by Adam Heller. All in favor, MOTION CARRIED.

Discussion:

Joseph Knapik: If I may just say something, I know everyone is in a jovial mood tonight, but we do have a logistical problem here, as was referenced in the newspaper, about being supporting by the Accounting Department with documentation that is required for these meetings, so we don’t have a monthly summary, number 1. And number 2, we’ve never gotten a copy, even though they are straight-forward requests of the transfers that are going to be made tonight, I think Madam Chairman, you did early at the institution of this Board, you spoke to the Finance Chairman and we were supposed to get these things. I don’t know what you really need to do to get these people to do their jobs and supply their paperwork.

Cris Balamaci: I guess I need to call everyday. I don’t know if they are still dealing with getting their data in for 2016-17 fiscal year, I can’t answer that. But, I will dress it with Paul
[Hiller] again. They are interviewing somebody, or supposed to be interviewing, so maybe that will give them more organization. I’m not there.

Joseph Knapik: This is an ongoing problem, and the only and ultimate solution, and I would hate to see it come to this, if we are not backed up, and we haven’t been, by the Accounting Department, is just to have a 3 yes vote and 3 no vote, and have the Mayor repeatedly come down for the Board of Apportionment and Taxation meetings and break the tie. Because, talking to people, reasoning with people, doesn’t seem to produce any positive effect, as we can see here tonight. Now, the request for transfers, without having the required paperwork, there simple and straightforward, and we can do it this time, but from here on in this ongoing problem needs to be addressed.

Adam Heller: I couldn’t agree more.

Cris Balamaci: I think we are all in agreement, and again, maybe I have to do a formal memo from the Board as opposed to calling and emailing. I can type up on behalf of us as a collective group, saying we require this to accomplish what we need to do.

Joseph Knapik: Because the alternative would be confrontational, and I don’t think anybody wants to do that. We just want to do the City’s business and make positive decisions on behalf of the City, but we are not being cooperated with.

Cris Balamaci: I will readdress it. And normally I don’t copy you guys on it, thinking it is just appropriate for me to deal with it directly, however maybe I need to do that, and maybe there will be more of an effort to get us the information.

Joseph Knapik: And, since this Board isn’t being, and hasn’t been supported, maybe the press and the media need to be informed of that, because here we are trying to do something positive for the City, and we get no support.

Adam Heller: We were elected to do it.

Cris Balamaci: Just for the record, please state your name.

Leon Sylvester: My name is Leon Sylvester, Supervisor to Shelton Animal Shelter.

Cris Balamaci: And right now, you are requesting some transfers.

Leon Sylvester: Yes, I am request transfers, both from our Food and Bedding Supplies account, $4,200 to Payroll. To explain that, I was hired after the budget was created, so there was a difference in the payroll from what they had budgeted, and what my payroll would be. And, then the other $2,500 would be coming from Food and Bedding and going to Veterinarian bills. We are pretty broke when it comes to that, and we just ended up with an animal that has a serious case of mange, which requires continuous bathing and special meds, and also preventative measures for the other pets at the shelter, and humans because it is contagious. We think that should be plenty to get us through the rest of the budget. I’m
not going to lie, there was a little extra put in there because we just don’t know what is going up, and this just came up.

Cris Balamaci: I was just going to ask, you got this, did this get returned to you signed by Paul Hiller for this. We don’t have anything showing that this was reviewed.

Leon Sylvester: We submitted it last week, I was told that, forgive me because my admin handled this, there was some discrepancy because they were going to write a blank purchase order.

Cris Balamaci: They being?

Leon Sylvester: I guess because they needed to get this in within a certain period of time. I heard that this was verbally approved.

Cris Balamaci: By Mr. Hiller?

Leon Sylvester: I assume that’s who it went to. Somebody in Finance. I was told, and basically I am still learning as I go because I never have to do this. The Police Department tells me. I realize that our budget was not going to make, and I wasn’t going to get paid next month, and realized that we were out of money, looked at the appropriate funds that we had, another thing new transfer, they told me to fill out one of these forms. I submitted that, and I was told I should come to this meeting, and that it was okay, and that is about as much as I know.

Cris Balamaci: That is correct, and that has been helpful. What I am going to do, since we did see you at the budget hearings and we know the history about what you are doing with Animal Control and such, and because the amounts are small, we will address it tonight because it sounds like this slopped through the cracks in the Finance Department, and I will address it tomorrow and try to do a memo to make it more formal for Paul [Hiller], and I will put it from me, as well as the Board of A&T.

Leon Sylvester: Just so you know, I submitted this about a month ago.

Cris Balamaci: And I’m sure you did.

Adam Heller: And we are just trying to get clarification; a paperwork trail. And, these balances that are on this paper, where do the numbers come from?

Leon Sylvester: This is my tracking of it.

Adam Heller: Ok, Unfortunately, it is a paperwork issue, and I’ve been bringing it up. We have a report that was given to us with a date on it of 5/19/16, and is presumably dated after this. Your paperwork internally says that you have roughly $9,500 in this account for Food and Bedding. The report we got that was printed 9 days after says $9,700. It says you bought a Wal-Mart card on there, which would account for the $200 difference, but it never hit, so
you bought this, you put it on your paperwork and everything is good. The paperwork we get doesn’t reflect that. That’s my concern is that you are more accurate than our financial system. He had told me that it is just payroll that is delayed when I first brought this up. Apparently, it’s not.

Cris Balamaci: So, does this paper-trailing get sent electronically to Finance.

Leon Sylvester: No, this is actually, believe it or not, really kind of sad how basic how we need to do this. I literally take my budget and write minuses for deductions, make sure that, and I am new at this so I make sure that I am very careful.

Adam Heller: From what I had gathered at the budget hearings, they are so backwards with the software, that they are using salaries for things that the software should be doing. So, you take the money that we are paying, for say your time to put this stuff on your own sheet, and use it towards a financial system that does it for you, and you can spend your time doing your job, rather than doing this.

Cris Balamaci: Any further discussion?

Adam Heller: No, I just wanted to bring that up.

b) Request from Youth Service Bureau to transfer $1,447.20 from Programs to Movie Programs

Joseph Knapik MOVED to approve the request from Youth Service Bureau to transfer $1,448 from Programs (001-2700-624.80-08) to Movie Programs (001-2700-624.80-20), SECONDED by Adam Heller. All in favor, MOTION CARRIED.

Sylvia Rodriguez – Acting Director, Youth Service Bureau
Livia Draper – Secretary, Youth Service Bureau

Discussion:

Cris Balamaci: I read a little bit that you had wrote the request for the transfer, do you want to explain to us, you are transferring to the Movie Program.

Sylvia Rodriguez: It is for our Movie Account. We did not realize that we were negative until we did this last movie in May, it was a family fun night. Usually, we do all of our movies in the Summer time, and because they are doing Shakespeare down at the Riverwalk, we gave one movie to Shelton Intermediate School, and we gave one to Perry Hill School for family fun night. So, what happens, we usually spend our money in July, but now we had to spend the money in May, so we didn’t realize we were over. We got this on May 19 [2016], but then when I called her [Lynne Piscitelli] about this, she told me that it would be a total of $1,447, which what we will be shy, so that is why we are asking for a transfer.
Adam Heller: We’re seeing that there is $4,382 available in programs.

Sylvia Rodriguez: We have less than that in Programs. Nothing is really updated.

Adam Heller: Again, I trust you guys more than the reporting.

Cris Balamaci: Off the top of your head, John, do you know who runs the reports in Finance? Is there a designated person?

John Belden: I do not.

Cris Balamaci: I have a list of things that I want to get clarification on for the Board [of Apportionment & Taxation].

Adam Heller: The last postings were in March, according to this.

Cris Balamaci: Is there anymore discussion?

Adam Heller: I just hope their Accounting system can transfer decimals. I know older systems cannot transfer decimals. I figure we round it up to $1,448.

**Adjournment**

Cris Balamaci MOVED to adjourn the Regular Board of Apportionment and Taxation meeting, SECONDED by Adam Heller at 7:30. All in favor, MOTION CARRIED.

Respectfully Submitted,

*Nicholas Twigg*

Nicholas Twigg

Clerk

1 tape on file in City Clerk's office