CITY OF SHELTON
BOARD OF APPORTIONMENT & TAXATION
FULL BOARD

MINUTES OF THE MEETING
7:00 p.m. Thursday, May 27, 2010
SHELTON CITY HALL
54 HILL STREET
Room 104
SHELTON, CT 06484

Roll Call

Chairman, Mark Holden
Chris Besescheck
Judson Crawford
Faith Hack
Charlotte Madar
John Zikaras

Other Persons Present

Gene Sullivan, Purchasing Agent
Dean Cawthra, Tree Warden
Bruce Kosowsky, Board of Fire Commissioners

Call to Order/Pledge of Allegiance

The meeting was called to order at 7:25 p.m. on May 27, 2010 in Room 104 by Chairperson Mark Holden. All those present rose and recited the Pledge of Allegiance to the flag.

Agenda Add Ons

CHARLOTTE MADAR MOTIONS TO ADD-ON TO THE AGENDA UNDER NEW BUSINESS: PURCHASING TRANSFER IN THE AMOUNT OF $15,056 TO HYDRANTS AND BOARD OF FIRE COMMISSIONERS TRANSFER IN THE AMOUNT OF $6000 TO MOTOR VEHICLE MAINTENANCE. CHRIS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

Approval of the Minutes
CHARLOTTE MADAR MOTIONS TO ACCEPT THE MINUTES FROM THE REGULAR MEETING OF APRIL 22, 2010. FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

Reports

Chairman's Report
Contingency Account Report
Transfer Report

Chairman Holden indicated that he was going to combine the Contingency Report and the Transfer Report. He stated that they are still showing a good amount in the Contingency Account; however, there are some large transfers that have not been requested yet that need to be done. They should still be OK at the end of the year. The most obvious thing is the huge transfer to be made for road maintenance and repairs. That is probably going to use up most of the contingency account.

New Business
Intra-Departmental Transfers

1. Request from Purchasing to transfer $15,056.00 from Municipal Electrical to Hydrants

Gene Sullivan indicates that per a phone call to Aquarion, there was an infrastructure and conservation adjustment as well as additional in foot charge and (1) hydrant change plus 4 additional days.

Judson Crawford asks about the transfer for hydrant charges and why the Municipal Sewer Usage is not being done at the same time.

Sharon Scanlon transfers the shortfall at the end of the year; he has never done it in the two years he has been there. Hopefully, he incorporated it this year so that they won’t need to do it next year.

FAITH HACK MOTIONS TO APPROVE THE PURCHASING DEPARTMENT REQUEST TO TRANSFER $15,056.00 FROM MUNICIPAL ELECTRIC ACCOUNT #001-4600-716.35-04 TO HYDRANTS ACCOUNT #001-4600-716.35-02. CHRIS BESESCECHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

2. Request from Board of Fire Commissioners to transfer $6,000 to Motor Vehicle Maintenance from Storm Watch, Overtime, Technical and Building Maintenance Accounts.

Comm. Bruce Kosowsky indicated that this is for several vehicles and repairs to fire apparatus.
CHARLOTTE MADAR MOTIONS TO APPROVE THE BOARD OF FIRE COMMISSIONERS REQUEST TO TRANSFER $6000 TO THE MOTOR VEHICLE MAINTENANCE ACCOUNT #2400-512.40-47 FROM:

- STORM WATCH ACCOUNT #2400-512.10-05 IN THE AMOUNT OF $2,500.00;
- OVERTIME ACCOUNT #2400-512.10-08 IN THE AMOUNT OF $1,500.00;
- TECHNICAL ACCOUNT #2400-512.40-17 IN THE AMOUNT OF $1,500.00;
- BUILDING MAINTENANCE ACCOUNT #2400-512.11-07 IN THE AMOUNT OF $1,500.00

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

3. Request from the Tree Warden to transfer $10,700 to Tree Maintenance from Chemicals and Trees&Shrubs.

Tree Warden, Dean Cawthra indicates that there are many bills to be paid for emergency storm work due to wind damage over the last several months.


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

4. Request from Building Maintenance for Transfer of $100 from Other Outside Services to Mileage and $650 to Overtime Pay.

Transfer to Mileage Account is to provide funds for a currently overdrawn account. Transfer for Overtime Pay requires more information than provided on the budget transfer request.

CHRIS BESESCHECK MOTIONS TO APPROVE THE TRANSFER OF:

$100 FROM OTHER OUTSIDE SERVICES ACCOUNT #001-4800-71.30-23 TO MILEAGE ACCOUNT #001-4800-716-1101;

AND TABLE THE TRANSFER OF $650 FROM OTHER OUTSIDE SERVICES ACCOUNT #001-4800-716.30-23 TO OVERTIME PAY ACCOUNT #001-4800-716.10-07 PENDING FURTHER INFORMATION.

FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

5. Request from Highways & Bridges for Transfer of $3,000 from Gasoline/Diesel and $4,000 from Police Tires to Police Parts.

Transfers requested due to insufficient funds to cover projected expenses through the year end.

CHRIS BESESCHECK MOTIONS TO APPROVE THE TRANSFER OF
- $3,000 FROM GASOLINE/DIESEL ACCOUNT #001-3200-712.40-01 TO OIL ACCOUNT #001-3200-720.40-22;
- $4,000 FROM POLICE TIRES ACCOUNT #001-3200-712-40.41 TO POLICE PARTS ACCOUNT #001-3200-712-40.42

FAITH HACK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0)

6. Request from Administration for Transfer of $1,500 from Public Communication to Civic Affairs

Transfer requested due to insufficient funds in Civic Affairs account for the remainder of the year due to the many floral arrangements sent for the many City deaths.

CHRIS BESESHECK MOTIONS TO APPROVE THE TRANSFER OF $1,500 FROM PUBLIC COMMUNICATIONS ACCOUNT #001-0100-411.60-39 TO CIVIC AFFAIRS ACCOUNT #001-0100-411.80-01. CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

7. Authorize Chairman Holden to make transfers during the month of June 2010.

Chairman Holden indicated that he’d like the motion to empower him to make the transfers with any other Board of A&T member that would like to make themselves available at the time of the transfers in late June; however, he would like it to be approved for one person to do it, if necessary. Additionally, Faith Hack suggested that a full report of all transactions should be made available to all Board of A&T members via e-mail or at the next Full Board Meeting.

CHARLOTTE MADAR MOTIONS TO APPROVE THE REQUEST FOR CHAIRMAN MARK HOLDEN TO MAKE TRANSFERS DURING THE MONTH OF JUNE 2010 WITH THE NOTED CONDITIONS. CHRIS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

Finance Committee Report

Chairman Holden indicated that at the Finance Committee meeting held prior to this Full Board Meeting there was a discussion about the proposing lower cost options for the fireworks bids with specified price points and requirements rather than providing a flat rate up front to all potential bidders.

Chairman Holden relayed that they again tabled a request by the BOE to Award a Custodial Maintenance bid because of a need for more information. The bid consists of multiple components with widely varying prices from different companies making it difficult to differentiate the lowest overall bid on all custodial maintenance items. There is a significant disparity on some of the listed items.

Chairman Holden provided a status report on the pending litigation for the City Pavement and Rehabilitation Project bid #30-63 between Cocchiola Paving and Complete Construction.
Adjournment

Chairperson Mark Holden stated to adjourn the meeting due to no further business on the agenda at 8:15 p.m.

Respectfully submitted,

Karin C. Tuke
Clerk, Board of Apportionment and Taxation
Tape (1) on File with the City Town Clerk’s Office