Call to Order / Pledge of Allegiance

Chairperson Cris Balamaci called the meeting of the Board of Apportionment & Taxation Special meeting to order at 7:30 p.m. All those present stood and pledged allegiance to the flag.

Roll Call

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

Approval of Minutes

   a) Regular Meeting of May 26, 2016

   MOTION TABLED.

   Discussion:

   Cris Balamaci: Can we have a motion to approve?

   Lou Dagostine: Do we have to table the approval because Karen and I were not here?

   Cris Balamaci: For the minutes? It’s funny, on the train, I read about the minutes and it doesn’t really say, but I don’t think we need to table them unless we see something that needs correction.

   John Belden: It does not matter if we do or do not.

   Lou Dagostine: Yes, I do not mind voting on them.

   Cris Balamaci: If you want to table them, that is fine, we can do that. They are accurate.

   Lou Dagostine I have no doubt on the accuracy, it is just because I was not here.
Cris Balamaci: We can table them, but it will be months down the line when we do approve them.

**Reports**

a) Contingency Account Report – In Packet
b) Transfer Report – In Packet

**New Business**

a) Request from Planning and Zoning to Transfer $100 from Sheriff’s Fees to Professional Services

John Belden MOVED to approve the request from Planning and Zoning to Transfer $100 from Sheriff’s Fees (001-0900-414.30-33) to Professional Services (001-0900-414.30-01), SECONDED by Lou Dagostine. All in favor, MOTION CARRIED.

**Paul Hiller – Director of Finance**

Discussion:

Paul Hiller: Basically, as you are aware, there have been several major applications before the Planning and Zoning commission in the past year, and most of these expenditures are to the outside consultant to assist with advice to the commission, and too the staff, so there is a minimal overage in that department.

Cris Balamaci: Is this going to be enough until the end of the week?

Paul Hiller: Yes, they have shut down, but they have a few big hearings coming up, as well as a few continuations, and there is more coming.

b) Request from Tax Collector to Transfer $336 from Personal Training to Meetings, Travel, Conference

John Belden MOVED to approve the request from Tax Collector to Transfer $336 from Personal Training (001-5400-412.10-03) to Meetings, Travel, Conference (001-5400-412.11-05), SECONDED by Karen Battistelli. All in favor, MOTION CARRIED.

**Paul Hiller – Director of Finance**

Discussion:

Paul Hiller: The Tax Collector, whom had a busy day today, and the good news is that the tax bills have been received. Our new Tax Collector, who has been with for 14 months, is the incoming President of the Connecticut Tax Collectors Association, and was also burdened with being the co-chairperson of the Tax Collector’s Committee on Motor
Vehicles, and if you heard anything about the Connecticut DMV, good luck. So, she has had to attend many meetings outside of Shelton throughout the State, so this is the reasoning for this.

c) Request from Fire Department to Transfer $99 from Part-Time Employees to Overtime Pay

John Belden MOVED to approve the request from Fire Department to Transfer $99 from Part-Time Employees (001-2400-512.10-02) to Overtime Pay (001-2400-512.10-08), SECONDED by Lou Dagostine. All in favor, MOTION CARRIED.

Paul Hiller – Director of Finance

Discussion:

Paul Hiller: This is an overage that has been on the books for quite some time. We had a former employee who had been terminated. The easy question is how can you have overtime pay for a part-time employee? This is one of several reasons as to why the termination had taken effect. It has been on the books since last September or so. He was terminated and the good news is his request for unemployment benefits was denied.

d) Request from Police Department to Transfer $204,880 from Regular Payroll to Overtime Pay/Call Back

Lou Dagostine MOVED to approve the request from Police Department to Transfer $204,880 from Regular Payroll (001-2500-511.10-01) to Overtime Pay/Call Back (001-2500-511.10-07), SECONDED by John Belden. All in favor, MOTION CARRIED.

Shawn Sequeira – Acting Police Chief

Discussion:

Cris Balamaci: These transfers are to cover the payroll for the end of the fiscal year, and per Paul Hiller, the funds do exist.

Paul Hiller: Can I just make one comment before the Chief [Sequeira] has an opportunity to talk?

Cris Balamaci: Sure.

Paul Hiller: The sheets that were distributed tonight reflect payroll thru the end of April. In some cases, with encumbrances, too. We have done, and I can distribute to you, payrolls on these particular line items for the payrolls of May 6, May 20, June 3, June 17, and to get this number we have estimated, or taken, frankly, the highest number of that payroll, and said the payroll which will be distributed this Friday, July 1, which we have charged back to this year. That is the number that we added in.
Cris Balamaci: You don’t anticipate it will go over that?

Paul Hiller: I think we got enough, it is close.

Shawn Sequeira: It is close, but I took the liberty of doing April and May together. Let me explain how something like this happen. Our staff in numbers, and I am not talking about our new budget, but our old budget was at 52. We are supposed to have 62, and right now we operate at a minimum, and we have 5 people on shift, so if someone calls out on shift, we have to fill it with overtime. We had 2, since that 12 month period, we had 2 people that retired. We just had 2 people that got out of the academy. Vacations, when somebody goes on vacation, big holidays, Memorial Day, we have to fill them because we need people out there. Not to mention, we’ve had 7 fatal accidents, and when you have 7 fatal accidents, you have to take someone off, and this is a big procedure. When the public looks at it, they look at it like, take the deceased body off the road, we will figure it out later and take a toxicology later. It is way more than that. The state mandates us to perform a full investigation. Being said, if we remove that crime scene tomorrow, we need to be able to reconstruct that crime scene, which we have to mark things and map. So you need to shut it down, then hire guys, and we are already at a minimum. You need to hire guys to work detours, and to stand on postings, and you have to take guys out of the detective unit that are part of the reconstruction team, and then you need to fill their position, and so since we are at a minimum, this is how something like this occurred. So, that number should carry us over through the first week. We do have the money in the payroll. And, this just doesn’t happen at the Shelton Police Department, it happens in all police departments.

Karen Battistelli: What about the Route 8 fatalities?

Shawn Sequeira: That is state police, but even then, they do ask us to assist because they are short of people, and just like we ask them on Memorial Day, they assist us. And, we can’t have people coming down the ramp, so they assist us.

Lou Dagostine: So, the hope is that if you fill more of the full-time positions, you won’t have to transfer funds out of overtime to pay these officers?

Shawn Sequeira: That is correct. If you have 5 people, with 2 Sergeants. So, if one Sergeant calls out, you have to replace them with another Sergeant, and if one of those 5 people are on vacation, or 2 at the same time, you need to replace them.

Cris Balamaci: You have to have 2 Sergeants on during each shift?

Shawn Sequeira: We don’t have to, but it mainly depends on the shift. A night shift on a Monday is different than a night shift on a Friday. Even background checks with the new incoming officers can take overtime. Neighbors aren’t always home during the day, so it takes overtime to knock on their doors when they are not at work. And, per union contract, they work during the day. I try to save as much as I can, and try to make the proper adjustments as the time comes, but the plan is that if I can get those numbers
right and I can get them out there. If we have 7 guys on shift, and 1 books off, we really
don’t care. And, with the fatalities, we had the pedestrian that was killed right over here,
down on 110, these fatalities take a lot of work.

Cris Balamaci: Can I get a motion?

e) Request from Municipal Property Maintenance to Transfer $5,444
   from Full Time Payroll to Overtime

John Belden MOVED to approve the request from Municipal Property Maintenance to
Transfer $5,444 from Full Time Payroll (001-4800-716.10-01) to Overtime (001-4800-
716.10-07), SECONDED by Lou Dagostine. All in favor, MOTION CARRIED.

Paul Hiller – Director of Finance

Discussion:

Paul Hiller: I spoke with Chris Potucek today, who is the Head of Municipal Property
Maintenance, first reason was to make sure that the building was going to be open
today, and we discussed this and essentially, in part it is similar to the rationale that
Chief Sequeira brought up, that there are vacancies in the department, and in particular
when emergencies come up, I remember a couple months back there was line block up
in one of the sewer lines coming up from this building, which was pretty nasty and
required overtime to get resolved. It is essential for those things to get resolved, and
when you have the number of buildings that they are responsible for, basically
everything the City owns outside of the school system, there’s any number of buildings
that need emergency work, and even weekend work. We have had issues with this
building, with power issues, and we had to bring people in on the weekend to shut it
down and test it.

Cris Balamaci: Have we been able to figure it out?

Paul Hiller: We are trying to work with United Illuminating to figure out just what is
happening. The UI has filed an application, for the substation that they put on Old
Stratford Road, to be expanded.

Cris Balamaci: It has to be expanded? But, isn’t that very close to a gas station?

Paul Hiller: The demands on power, with the developments going on, in fact, there is an
application pending, and before they come to us, they have to go before the Connecticut
Siting Commission. So they have filed an application. If you look at that site, which is
right next to the Hilton, they have the room there, and I don’t know, to me it looks like a
lot of metal, but they pay us a lot of taxes. That metal right now is valued right now on
our books at around $45,000,000, with more to come. It’s situations like that, where
anything can go wrong.
f) Request from Management Inform Systems to Transfer $30,000 from Comp/Hardware/Software to Part Time Employees and transfer $13,216 from Comp Data Proc-Police to Part-Time Employees

John Belden MOVED to approve the request from Management Inform Systems to Transfer $30,000 from Comp/Hardware/Software (001-5200-412.65-16) to Part Time Employees (001-5200-412.10-02) and transfer $13,216 from Comp Data Proc-Police (001-5200-412.30-39) to Part-Time Employees (001-5200-412.10-02), SECONDED by Karen Battistelli. All in favor, MOTION CARRIED.

Paul Hiller – Director of Finance

Discussion:

Paul Hiller: This is virtually an annual request, Mr. Bednarsky. There are 2 people who report to me, Dan Bednarsky, who is the Director of Management Information Services, and is considered a part-time employee. As you are aware, this Board and the Board of Alderman, made some accommodation for next year’s budget for increasing this line, but I’ve argued, and in a sense unsuccessfully, in front of not this body, but to the Mayor [Lauretti], that we need to do something here, and I think this Board, and to a degree the Board of Alderman, have agreed. This is the price that you pay, $43,000 over budget, in this line. You look at similar communities, and it is significantly less than they are paying.

Lou Dagostine: Do you know how much Mr. Bednarsky has made this past year?

Paul Hiller: I would say, he is in the neighborhood of $110,000. The overage is $43,000, so it being approximately and I would say about $2,000 plus or minus, of course his W2 comes out on an annual basis, and last year it was $108,000 and this fiscal year it will be around $110,000.

Lou Dagostine: So, he is going to be right at the top here for employees in Shelton?

Paul Hiller: He would be. Obviously, there are police officers. He is deemed part time and does not receive health benefits. He is in the 401a plan for pension, so whatever he earns, he is matched 6% by the City, and he is contributing 3%.

Lou Dagostine: Has anyone sat down and, we may have gone over this during the budget workshops, and take in what he makes part time and what you can offer him as a full-time employee with health care. Are we breaking even, would we save money if we made him full time?

Paul Hiller: I honestly think that, the other thing, he normally works a 4 day week, Monday thru Thursday, though he has had to come in on occasion, like I mentioned before he had to come in when we had to shut the power down, he had to be here because of the more sensitive things in this building, such as the servers and other hardware that is located in this building, so he has had to come in for other purposes.
He and I have talked, and what I will say is a number is what he would be willing to take as a start as far as full-time salary, and the Mayor [Lauretti] has steadfastly said no. The Mayor [Lauretti] is aware that I disagree with this.

Cris Balamaci: I worry that, with technology, one little major glitch can cost us a fortune.

Paul Hiller: I’m repeating what I have said in the budget hearings, and it is that we are at risk.

Lou Dagostine: Sure, especially with our antiquated computer systems.

Paul Hiller: God forbid something happens to his health.

Karen Battistelli: Or if someone with benefits hires him full-time.

Paul Hiller: Yes. He is an energetic young man, and has a wife and a young son, about a year and a half old, and he’s very reliable. He lives in Oxford, but 20 minutes or less he is here if we need him. He comes in here, we have modified his starting time slightly, he was coming in at 5:30am, so me modified that a bit. One of the demands is that he is here when other people are here. It is beneficial for him if the phone isn’t ringing and he is able to do his work without being interrupted, but we are trying to have him come in closer to 7 am, as opposed to 5:30 am.

Lou Dagostine: But, the bottom line is, you need the money to pay him.

Paul Hiller: Yes, he has earned the money, there is no question. The quick analysis I did some time ago is, it might be a wash financially, but I think the one thing is you can up his hours a little bit, and have him in on a more structured basis.

Cris Balamaci: How many hours does he typically work in a week?

Paul Hiller: He is supposed to hold it to 29 ½, but it is on as-needed basis, and there are times when he has gone in the high 30’s, in given weeks, and given the infrastructure that we have, what I mentioned before with Municipal Property Management, he has everything that they have, he doesn’t have primary responsibility for the police department, but he is the backup there, and because of the knowledge that he has, they sometimes go to him with their problems. He is a very bright man, he’s very skilled.

Cris Balamaci: Is this the only job that he has?

Paul Hiller: He does do some other stuff. His father is the General Manager of Inline Plastics.

Karen Battistelli: Has anything happened with the budget on having an outside consultant come in?
Paul Hiller: We have, and Jack Bashar and I, have met with a few people. I think what we are looking at is to have someone who has backup knowledge, because what I said before, this is an area where the City is at risk. Frankly, I am surprised that our auditors have not said more.

  g) Request from Accounting & Control to Transfer $20,146 from Regular Payroll to Part-Time Employees

John Belden MOVED to approve the request from Accounting & Control to Transfer $20,146 from Regular Payroll (001-5700-412.10-01) to Part-Time Employees (001-5700-412.10-02), SECONDED by Karen Battistelli. All in favor, MOTION CARRIED.

Paul Hiller – Director of Finance

Discussion:

Lou Dagostine: Just a quick question. This is the $20,000 transfer. I know during the budget hearings, your department was talking about bringing somebody on full-time. What is that status?

Paul Hiller: Nothing has moved since that time. The Mayor [Lauretti], I think I’ve convinced him that we need to do something in the upcoming fiscal year. These monies are basically for the Deputy Finance Director Position, which the City is painfully aware, has been vacant for close to 4 years now, for all of the wrong reasons. We have had some changes in the department, and have been able to supplement people. As a matter of fact, a former member of this board, Mr. Palmucci, has done some work on a part-time basis in our department. And, one of our key people who has been out, started vacation in early April, and got injured on her own, and has been out since, and probably not back until the 4th of July. I don’t think we will see her back until mid-July the earliest. She injured her leg pretty badly, so we have had situations, so between Mr. Palmucci and college interns, we have been able to keep going. One of the other problems, too frankly, and this is not an excuse, and we have discussed this, is that people get vacation time, and there is a policy of “use it or lose it”, so in May and June, people use it, so we are very skiddy on staffing during this time of the year, and there is no carry over for the vacation time. So, I was in here for a half day today, and there will be people out tomorrow. I will be down to a full-time staff of myself and 2, when it is budgeted for 6 people. We will get through. Plus, some part-time personnel. That is really where this is going.

Adjournment

Lou Dagostine MOVED to adjourn the Special Board of Apportionment and Taxation meeting, SECONDED by John Belden at 8:15. All in favor, MOTION CARRIED.
Respectfully Submitted,

Nicholas Twigg

Nicholas Twigg
Clerk

1 tape on file in City Clerk's office