CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairman Madar called the Special Meeting of the Board of Apportionment & Taxation to order at 5:00 p.m. All those present rose and pledged allegiance to the Flag of the United States of America.

ROLL CALL

Charlotte Madar, Chairman – present
Joseph Palmucci, Vice Chairman – present
Joseph Knapik – present
Louis Dagostine - present
John Zikaras – present

ALSO IN ATTENDANCE

Paul Hiller, Finance Director
Joseph Ballaro, Building Inspector
William Gaffney, Assessor
Gene Sullivan, Purchasing Agent
Peter Pavone, Registrar of Voters
John “Jack” Finn, Registrar of Voters
Julie Penry, Youth Service Bureau
Lt. George Rodrigues, Police Department
Introductory Remarks made by Paul Hiller, Finance Director

Paul Hiller: I will refer to the table, in which we have distributed with the call to this meeting. This was developed last Tuesday, essentially at the end of business, as of the Friday prior, June 20, 2014. There may be, particularly on some of the operating accounts, some minor variances because the sheets that we distributed to you today was from last Friday, June 27, 2014, which should be pretty much final for the operating accounts.

On the payroll accounts you should see differences where there are payroll items; items have gone over or we are suggesting taking various money from other payroll accounts. The reason being is that we do not post payroll until the end of the month, until we close out as of June 30, 2014. That will happen in the next 10 days. So, the payroll that was distributed for each department for employees on June 6 and on June 20, 2014 is not included on the payroll numbers. This payroll, employees will be paid this Thursday because of the holiday, and in this payroll, in which, the auditors will accrue back to the past fiscal year that is also not included. So you will see some significant differences on some of the payroll numbers. The numbers that you have on the payroll accounts are basically as of May 30, 2014, and don’t include payrolls that were distributed already. They will be distributed this coming Thursday.

Joseph Knapik: I have a comment. Of hearing this explanation for some possibly questionable items in tonight’s material, we should have been provided an explanation beforehand of what is going on, so that timely consideration can be given to what you are saying. We should have had some sort of documentation presented to us in a reasonable amount of time so we can make a good judgment on what you are saying.
Paul Hiller: I understand, and respect what you have said, Mr. Knapik. I have had several discussions over the past 10 days with Mrs. Madar. We were going back and forth on this. In fact, mistakes were made last year. Mistakes were made when these intra-department transfers was done by the Board of Aldermen. The intra-department transfers are purely under the authority of the Board of Apportionment & Taxation. I spoke with the City attorney, Mr. Welch, 10 days ago, and we had discussions late Friday afternoon; several discussions on Saturday. That was when I called Mrs. Madar. What has happened in the past was that the Board would have met previously, and had given authority to the Chair to do certain transfers within a 30-day period. That action is now contemplated within the Charter. Attorney Welch had said to me that this Board had to meet on a timely basis, because you are probably aware of the Board of Aldermen is meeting on other matters, at 6:15 this evening. As we move forward in the future, we will make every effort to do it in a timely basis. I will assure you we will correct that as we move forward. I do not disagree with you; I do concur with your comments.

**AGENDA ITEM**

**New Business**

1. **INTRA-DEPARTMENTAL TRANSFERS**

**Administration**

Paul Hiller was the representative for this department.

John Zikaras moved to approve the transfer in the department of Administration, from Professional Services: #001-0100-411-30.01 to Meeting, Travel, and Conferences: #001-0100-411-11.05, in the amount of $3,797.00.
Seconded by Joseph Palmucci, and abstention from Joseph Knapik. A voice vote was taken and motion passed 4-1.

**Employee Resources**

*Paul Hiller was the representative for this department*

Joseph Palmucci moved to approve the transfer in the department of *Employee Resources*, from Regular Payroll: #001-0200-411-10.01 to Part-time Payroll: #001-0200-411-10.02, in the amount of $1,797.00.

Seconded by John Zikaras. A voice vote was taken and motion passed 5-0.

Joseph Palmucci moved to approve the transfer in the department of *Employee Resources*, from Group Insurance: #001-0200-411-20.08 to Social Security-Employer: #001-0200-411-20.03, in the amount of $88,290.00.

Seconded by Louis Dagostine, and abstention from Joseph Knapik. A voice vote was taken and motion passed 4-1.

Joseph Palmucci moved to approve the transfer in the department of *Employee Resources*, from Group Insurance: #001-0200-411-20.08 to Unemployment Comp. City: #001-0200-411-80.53, in the amount of $26,579.00.

Seconded by Louis Dagostine, and abstention from Joseph Knapik. A voice vote was taken and motion passed 4-1.

**REvised motion:**

Joseph Palmucci moved to approve the revised transfer in the department of *Employee Resources*, from Group Insurance: #001-0200-411-20.08 to Unemployment Comp. City: #001-0200-411-80.53, in the amount of **$34,164.00**.
Seconded by Louis Dagostine, and abstention from Joseph Knapik. A voice vote was taken and motion passed 4-1.

**Legislative**

Joseph Palmucci moved to approve the transfer in the department of Legislative, from Part Time Employees: #001-0300-412-10.02 to Personnel Training: #001-0300-412-10.03, in the amount of $1,704.00.

Seconded by Louis Dagostine. A voice vote was taken and motion passed 5-0.

**Elections**

*Jack Finn and Peter Pavone represented this department.*

Joseph Palmucci moved to approve the transfer in the department of Elections, from Miscellaneous Services: #001-0500-413-80.03 to Dues and Subscriptions: #001-0500-413-50.04, in the amount of $9.00.

Seconded by John Zikaras. A voice vote was taken and motion passed 5-0.

**Planning & Zoning**

Joseph Palmucci moved to approve the transfer in the department of Planning & Zoning, from Clerical/Steno Fee: #001-0900-414-50.03 to Part Time Employees: #001-0900-414-10.02, in the amount of $454.00.

Seconded by John Zikaras. A voice vote was taken and motion passed 5-0.

**Conservation Commission**
Joseph Palmucci moved to approve the transfer in the department of Conservation Commission, from Other Outside Services: #001-1300-414-30.23 to Dues and Subscriptions: #001-1300-414-50.04, in the amount of $10.00.

Seconded by Louis Dagostine. A voice vote was taken and motion passed 5-0.

City/Town Clerk

Louis Dagostine moved to approve the transfer in the department of City/Town Clerk, from Other Professional Services: #001-1400-415-30.01 to Records Preservation: #001-1400-415-60.07, in the amount of $500.00.

Seconded by Joseph Palmucci. A voice vote was taken and motion passed 5-0.

Zoning Appeals Board

Joseph Palmucci moved to approve the transfer in the department of Zoning Appeals Board, from Clerical/ Steno Fee: #001-1800-414-50.03 to State Fees: #001-1800-414-80.83, in the amount of $4.00.

Seconded by Louis Dagostine. A voice vote was taken and motion passed 5-0.

Animal Control

Joseph Palmucci moved to approve the transfer in the department of Animal Control, from Part Time Employees: #001-2300-519-10.02 to Regular Payroll: #001-2300-519-10.01, in the amount of $8,000.00.

Seconded by Louis Dagostine. A voice vote was taken and motion passed 5-0.
Louis Dagostine moved to approve the transfer in the department of Animal Control, from Innoculations:  #001-2300-519-30.06 to Equipment Purchase:  #001-2300-519-60.24, in the amount of $1,800.00.

Seconded by Joseph Palmucci. A voice vote was taken and motion passed 5-0.

**Police Department**

**Lieutenant George Rodrigues represented this department.**

Joseph Palmucci moved to approve the transfer in the department of Police Department, from Regular Payroll:  #001-2500-511-10.01 to Part Time Employees: #001-2500-511-10.02, in the amount of $26,638.00.

Seconded by Louis Dagostine. A voice vote was taken and motion passed 5-0.

Joseph Palmucci moved to approve the transfer in the department of Police Department, from Regular Payroll:  #001-2500-511-10.01 to Overtime Pay/ Call Back: #001-2500-511-10.07, in the amount of $69,073.00.

Seconded by Louis Dagostine. A voice vote was taken and motion passed 5-0.

John Zikaras moved to approve the transfer in the department of Police Department, from Regular Payroll:  #001-2500-511-10.01 to Incentive Pay/ Longevity: #001-2500-511-10.21, in the amount of $4,356.00.

Seconded by Joseph Palmucci. A voice vote was taken and motion passed 5-0.

**Youth Service Bureau**

Julie Penry represented this department.
Joseph Palmucci moved to approve the transfer in the department of **Youth Service Bureau**, from Other Outside Services: #001-2700-624-30.23 to Professional Services: #001-2700-624-30.01, in the amount of $260.00.

Seconded by Louis Dagostine. A voice vote was taken and motion passed 5-0.

**Building Department**

**Joseph Ballaro represented this department.**

Louis Dagostine moved to approve the transfer in the department of **Building Department**, from Part Time Employees: #001-3100-713-10.02 to Emergency Services: #001-3100-713-80.03, in the amount of $500.00.

Seconded by Louis Palmucci. A voice vote was taken and motion passed 5-0.

**Highways & Bridges**

Joseph Palmucci moved to approve the transfer in the department of **Highways & Bridges**, from Regular Payroll: #001-3200-712-10.01 to Overtime Pay: #001-3200-712-10.07, in the amount of $17,905.00.

Seconded by John Zikaras, and abstention from Joseph Knapik and Louis Dagostine. A voice vote was taken and motion passed 3-2.

Joseph Palmucci moved to approve the transfer in the department of **Highways & Bridges**, from Parts-Park: #001-3200-712-40.39 to Parts- Stock: #001-3200-712-40.33, in the amount of $468.00.

Seconded by John Zikaras, and abstention from Joseph Knapik and Louis Dagostine. A voice vote was taken and motion passed 3-2.
Joseph Palmucci moved to approve the transfer in the department of **Highways & Bridges**, from Tires- Police: #001-3200-712-40.41 to Tires- City: #001-3200-712-40.37, in the amount of $900.00.

Seconded by John Zikaras, and abstention from Joseph Knapik and Louis Dagostine. A voice vote was taken and motion passed 3-2.

Joseph Palmucci moved to approve the transfer in the department of **Highways & Bridges**, from Tires- Police: #001-3200-712-40.41 to Tires- Park: #001-3200-712-40.38, in the amount of $400.00.

Seconded by John Zikaras, and abstention from Joseph Knapik and Louis Dagostine. A voice vote was taken and motion passed 3-2.

Joseph Palmucci moved to approve the transfer in the department of **Highways & Bridges**, from Parts- Park: #001-3200-712-40.39 to Parts- OEM: #001-3200-712-40.52, in the amount of $97.00.

Seconded by John Zikaras, and abstention from Joseph Knapik and Louis Dagostine. A voice vote was taken and motion passed 3-2.

Joseph Palmucci moved to approve the transfer in the department of **Highways & Bridges**, from Parts- Park: #001-3200-712-40.39 to Parts- Senior Center: #001-3200-712-40.53, in the amount of $270.00.

Seconded by John Zikaras, and abstention from Joseph Knapik and Louis Dagostine. A voice vote was taken and motion passed 3-2.
Joseph Palmucci moved to approve the transfer in the department of **Highways & Bridges**, from Sign Replacement: #001-3200-712-80.16 to City Hall Vehicles: #001-3200-712-65.05, in the amount of $221.00.

Seconded by John Zikaras, and abstention from Joseph Knapik and Louis Dagostine. A voice vote was taken and motion passed 3-2.

Joseph Palmucci moved to approve the transfer in the department of **Highways & Bridges**, from Building Maintenance: #001-3200-712-65.08 to Building Maintenance Vehicle Repair: #001-3200-712-65.09, in the amount of $1,339.00.

Seconded by John “Jay” Zikaras, and abstention from Joseph Knapik and Louis Dagostine. A voice vote was taken and motion passed 3-2.

**Engineering**

John Zikaras moved to approve the transfer in the department of **Engineering**, from Regular Payroll: #001-3600-713-10.01 to Sidewalk Reimbursements: #001-3600-713-80.43, in the amount of $6,271.00.

Seconded by Joseph Palmucci. A voice vote was taken and motion passed 5-0.

**Utilities**

**Gene Sullivan represented this department.**

John Zikaras moved to approve the transfer in the department of **Utilities**, from Street Lights: #001-4600-716-35.03 to Hydrant Charges: #001-4600-716-35.02, in the amount of $76,635.00.

Seconded by Joseph Palmucci. A voice vote was taken and motion passed 5-0.

**Municipal Property Maintenance**
Paul Hiller represented this department. Joseph Palmucci moved to approve the transfer in the department of Municipal Property Maintenance, from Other Outside Services: #001-4800-716-30.23 to Private Parties Pay: #001-4800-716-10.20, in the amount of $1,500.00.

Seconded by John Zikaras. A voice vote was taken and motion passed 5-0.

Louis Dagostine moved to approve the transfer in the department of Municipal Property Maintenance, from Other Outside Services: #001-4800-716-30.23 to Protective Clothing: #001-4800-716-40.23, in the amount of $450.00.

Seconded by Joseph Palmucci. A voice vote was taken and motion passed 5-0.

Management Information Svc.
Paul Hiller represented this department.

**One motion was made for this department because all of the transfers are moving to the same account**

Joseph Palmucci moved to approve the transfers in the department of Management Information Svc., from

Computer Equipment Registrar of Voters #001-5200-412-30.42 to Part Time Employees: #001-5200-412-10-02, in the amount of $8,878.00.

Computer Data Assessor #001-5200-412-30.37 to Part Time Employees: #001-5200-412-10.02, in the amount of $5,000.00.

Computer Equipment Library #001-5200-412-40.55 to Part Time Employees: #001-5200-412-10.02, in the amount of $7,000.00.
Computer Equipment Fire #001-5200-412-40.57 to Part Time Employees: #001-5200-412-10.02, in the amount of $8,000.00.

Computer Hardware/Software #001-5200-412-65.16 to Part Time Employees: #001-5200-412-10.02, in the amount of $72,000.00.

Computer Data Tax Collector #001-5200-412-30.38 to Part Time Employees: #001-5200-412-10.02, in the amount of $3,000.00.

Wide Area Network #001-5200-412-65.17 to Part Time Employees: #001-5200-412-10.02, in the amount of $3,000.00.

Seconded by John Zikaras, and abstention from Joseph Knapik. A voice vote was taken and motion passed 4-1.

**Assessor**

William Gaffney represented this department.

Louis Dagostine moved to approve the transfer in the department of Assessor, from Part Time Employees: #001-5300-412-10.02 to Professional Services: #001-5300-412-30.01, in the amount of $1,125.00.

Seconded by Joseph Palmucci. A voice vote was taken and motion passed 5-0.

**Purchasing**

Gene Sullivan represented this department.

Joseph Palmucci moved to approve the transfer in the department of Purchasing, from Printing and Stationery: #001-5500-412-30.19 to Office Supplies: #001-5500-412-40.04, in the amount of $2,817.00.
Seconded by Louis Dagostine. A voice vote was taken and motion passed 5-0.

**Accounting & Control**

Paul Hiller represented this department.

Louis Dagostine moved to approve the transfer in the department of Accounting and Control, from Regular Payroll: #001-5700-412-10.01 to Mileage: #001-5700-412-11.01, in the amount of $418.00.

Seconded by Joseph Palmucci. A voice vote was taken and motion passed 5-0.

**Miscellaneous**

Paul Hiller represented this department.

Joseph Palmucci moved to approve the transfer in the department of Miscellaneous, from Youth Programs: #001-6100-624-79.21 to Citizen’s Advisory Board: #001-6100-419-79.18, in the amount of $750.00.

Seconded by John Zikaras. A voice vote was taken and motion passed 5-0.

Joseph Palmucci moved to approve the transfer in the department of Miscellaneous, from Youth Programs: #001-6100-624-79.21 to Client Analysis Charges: #001-6100-419-80.44, in the amount of $7,145.00.

Seconded by John Zikaras. A voice vote was taken and motion passed 5-0.

More discussion can be found on tape filed in the Town Clerk’s Office.
ADJOURNMENT

Chairman Madar moved to adjourn at approximately 5:54 pm; seconded by Joseph Palmucci. A voice vote was taken and the motion passed 5-0.

Respectfully Submitted,

Brittany Gannon, Clerk

DATE APPROVED: _____________
BY: ________________________________

Mark A. Lauretti
Mayor, City of Shelton