MINUTES OF THE FULL BOARD MEETING
7:00 PM Thursday, September 24, 2009
SHELTON CITY HALL
54 HILL STREET
Room 104
SHELTON CT  06484

Roll Call

Mark Holden, Chair, present
Judson Crawford, present
Vinny Capece, present
Nancy Dickal, present
Greg Kodz, present

Other Persons Present:
Fire Comm. Bruce Kosowsky

REPORTS:

A. Chairman’s Report

Chairman Holden indicated that the preliminary unaudited year end report has a numerous amount of errors. He noted that there were three large discrepancies. The Sewer Assessment Charge is overdrawn a little bit due to an error in the budgetary process because of a couple of properties that were picked up and had been left off in the budget planning.

Another discrepancy appears in Outside Agencies. The current report shows the contribution for the Rape Crisis Center this year and last year as being $4000 overdrawn; whereas, the money should have been allocated against last year’s budget.

B. Contingency Account Report

Chairman Holden stated that there have been a few transfers made so far this year that are not huge or of concern at this time.
Old Business

There was no old business.

New Business

Intradepartmental Transfers

1) Request from Fire Department to Transfer from Regular Payroll to Alarm Maintenance $5,000.

Chairman Holden questioned why the Finance Director had not signed off on the form and why there is no mention if the funds exist. According to the budget runs, it appears that the funds do exist. He asked Fire Comm. Kosowsky if they make this $5,000 transfer are they going to be good in the account that they are taking the funds from for the balance of the year.

Fire Comm. Kosowsky responded that there should be sufficient funds because they haven’t hired anybody. He explained that they had unforeseen expenses for the maintenance of their system. Additionally, he indicated that he believed that the form had been signed after he submitted it. He made other comments regarding the high cost of repairing the phone and alarm systems because they are so outdated. They requested money to upgrade these systems/equipment to eliminate these continual costly repairs.

Nancy Dickal asked if the upgrade was in process. Comm. Kosowsky responded that no, they have no money to do anything. Nancy asked if they provided some timeline as to when there would be funding. Comm. Kosowsky responded no, they haven’t received any funding for a few years, so they are just stuck with the old system.

Chairman Holden asked about their Communication Maintenance line item. Comm. Kosowsky responded that there was no money there either and there are radios to be replaced. They have a $12,000 maintenance contract but there is no money in the account in which they would buy new equipment.

Comm. Kosowsky concluded that they have already had problems this year; they want to get out of this whole system because it is costing them so much money.

Judson Crawford commented that if they want a new system, then this should be a Capital Improvement.

Chairman Holden responded that the Communication Equipment thing was funded at zero because they were trying to get fast tracked for the new allocation frequencies.
Comm. Kosowsky commented that nothing has happened yet. This goes back to 2006 – the fourth year now.

Chairman Holden responded that it really isn’t something appropriate for this Board to be concerned about.

Judson asked Bruce if he had enough funds in the Regular Payroll for the remaining weeks. Bruce responded that they have only one full time employee right now. Judson asked if they looked at surplus in any of the other accounts last year. Bruce responded that any accounts with surplus were frozen because of the purchase orders used. He only has balances (original budget, adjusted budget and current balance) and no information about last year’s accounts.

Judson explained that he had concerns about taking funds from a payroll account in the beginning of the year. Chairman Holden responded that they haven’t filled the position and won’t anytime soon; they’ve use less than 10% and they’re a couple of months in. There was some discussion about taking funds from other accounts such as Storm but it was determined that Regular Payroll was a better option.

VINNY CAPECE MOTIONS TO APPROVE THE TRANSFER OF $5,000 FROM ACCOUNT #2400-512-10.01 REGULAR PAYROLL TO ACCOUNT #2400-512-30.14 ALARM MAINTENANCE. NANCY DICKAL SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (5-0).

Finance Committee Report

Chairman Holden indicated that they’ve opened and awarded quite a few bids since the last meeting. It is interesting to note that the bid amounts are all over the board (i.e. pool gutter system range, $14,173 and $4,800) for the same project. They’ve also had instances of only one bidder and a number of those were on the high side.

On some of the Perry Hill School bids, Jim Orazietti was disappointed that some of the bids came in higher than expected.

Adjournment

Due to no further business on the agenda, Chairman Holden adjourned the meeting at 7:57 p.m.

Respectfully submitted,

Karin C. Tuke
Clerk, Board of Apportionment and Taxation