Roll Call

Mayor Mark Lauretti
Chris Besescheck
Faith Hack (arrived 5:55 p.m.)
Mark Holden
Charlotte Madar
John Zikaras

Agenda Changes

Mayor Lauretti began the meeting at 5:35 p.m. and requested a motion to amend the agenda to move the Reports to the end of the Agenda (making it Item #4) in order to take up the New Business first.

**MARK HOLDEN MOTIONED TO AMEND THE AGENDA TO TAKE UP NEW BUSINESS MATTERS BEFORE THE BOARD OF A&T AGENDA ITEM FOR REPORTS. CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).**

New Business

1. **Nomination and Election of Chairman & Vice Chairman**

Charlotte Madar motions to elect Mark Holden as the Chairman for the Board of A&T, term beginning November 2009. Chris Besescheck seconds.

There are no other motions for the Chairman nomination. Mayor Lauretti requests a motion to nominate the Vice Chairman.

Mark Holden makes a motion to nominate Chris Besescheck as Vice Chairman for the Board of A&T, term beginning November 2009. Charlotte Madar seconds.

Mayor Lauretti asks if there are any other motions to nominate a vice chairman.
John Zikaras motions to elect Judson Crawford as Vice Chairman of the Board of A&T, term beginning November 2009. There is no second.

Mayor Lauretti summarizes that they have a motion with a second to elect Mark Holden as Chairman and a motion with a second to elect Chris Besescheck as Vice Chairman. He asks the Board for a voice vote.

**CHARLOTTE MADAR MOTIONS TO ELECT MARK HOLDEN AS CHAIRMAN BOARD OF A&T (TERM BEGINNING NOVEMBER 2009). CHRIS BESESCHECK SECONDS.**

**MARK HOLDEN MOTIONS TO ELECT CHRIS BESESCHECK AS VICE CHAIRMAN OF THE BOARD OF A&T (TERM BEGINNING NOVEMBER 2009). CHARLOTTE MADAR SECONDS.**

A VOICE VOTE IS TAKEN. MOTION PASSES (3-1). JOHN ZIKARAS VOTES IN OPPOSITION.

2. Nomination and Election of Finance Committee Members

Charlotte Madar makes a motion to elect Mark Holden to the Finance Committee. Chris Besescheck seconds.


Mayor Lauretti summarizes that they have a motion with a second for two people to serve on the Finance Committee – Mark Holden and Judson Crawford.

John Zikaras makes a motion to elect Faith Hack to the Finance Committee. Mark Holden informs the committee that the City of Shelton Charter only calls for one member from each party. John Zikaras withdraws his motion.

Mayor Lauretti summarizes that they have a motion with a second for one member from each party – two members for the Finance Committee. He asks for a voice vote.

**CHARLOTTE MADAR MOTIONS TO ELECT MARK HOLDEN TO THE BOARD OF A&T FINANCE COMMITTEE. CHRIS BESESCHECK SECONDS.**

**MARK HOLDEN MOTIONS TO ELECT JUDSON CRAWFORD TO THE BOARD OF A&T FINANCE COMMITTEE. JOHN ZIKARAS SECONDS.**

A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).
3. **Adopt Roberts Rules of Order**

Mark Holden makes a motion to adopt the Roberts Rules of Order with a revision that it be a guiding light in the absence of conflicts with the Charter. Charlotte Madar seconds the motion with no further discussion.

**MARK HOLDEN MOTIONS TO ADOPT ROBERTS RULES OF ORDER WITH NOTED REVISION. CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).**

4. **Nomination and Election of Clerk**

**CHARLOTTE MADAR MOTIONS TO ELECT KARIN TUKE AS THE CLERK FOR THE BOARD OF APPORTIONMENT & TAXATION. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).**

5. **Set meeting schedule for 2010.**

Mark Holden distributes a listing of the Board of A&T proposed meeting schedule for 2010 with the traditional dates based on the 2nd and 4th Thursday of the month. He indicates that the exception and custom is that when a traditional date falls on a holiday, then they hold their meeting one week earlier. In next year’s schedule, for November 2010 both traditional dates will fall on a holiday so both will be one week earlier.

**PROPOSED 2010 CALENDAR FOR BOARD OF A&T**

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<th>Month</th>
<th>Finance Committee</th>
<th>Full Board</th>
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*Both traditional dates fall on holidays

There is some discussion as to the March meeting dates and the date of the Easter holiday. Mark Holden suggests that they might incorporate into the
motion that in the event of holiday conflicts, the customary practice of holding meetings one week earlier shall apply.

**MARK HOLDEN MOTIONS TO ACCEPT THE PROPOSED MEETING DATE SCHEDULE FOR 2010. CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).**

Mayor Lauretti indicates that before the next agenda item 4.6 he would like to turn the meeting over to the new chairman, Mark Holden. He excuses himself from the meeting and departs at 5:45 p.m.

6. **Transfer request for Public Works Director from Meeting/Travel/Conference Account to Mileage Account for $800**

Chairman Holden referenced the transfer request and the budget run-offs provided to all members with tonight’s meeting agenda. He explained that the budget run-offs will be used to ascertain that there are in fact funds available in the account in which funds are being withdrawn. He summarized the budget line item setup of accounts for the new members.

Chairman Holden ascertained that there are funds available in the Meeting Account for mileage. The explanation for the transfer is that the Director never used to put in for mileage but this year he will be asking for reimbursement. In October 2009, he already used $144.00 so this change makes sense.

The Chairman reiterated for new members that when they have transfer requests, they look to verify that the funds are in fact there and that the usage of the money falls within the scope of what is reasonable for someone doing the job. If it is appropriate for the performance of duties, then it is appropriate.

He added that it is bad form to try to micro-manage these things. The Department Heads are very good about trying to be frugal with the taxpayer money, and they have the best handle on where they expect to be spending money and where they do not.

Chairman Holden indicated that spotting errors or questioning the proprietary is appropriate to point out.

In regard to the Public Works transfer, John Zikaras asked if it is likely that the Director is the only one to be drawing on this.

Chairman Holden did not know for certain, however, he guessed that would probably be the case.
John Zikaras asked if they knew why the Public Works Director had never sought reimbursement before or if he was just requesting this refund for conference travel.

Chairman Holden surmised that perhaps, due to the poor economy, he may be finding it beneficial to submit the paperwork for his mileage reimbursement.

Charlotte Madar responded that the Intra-Departmental Budget Transfer notes on the bottom that the “director never used to put in for mileage. He will be asking for reimbursement this year.”

**CHARLOTTE MADAR MOTIONS TO TRANSFER $800.00 FROM ACCOUNT #001-3500-711.11-05 (MTG/TRAVEL/CONF) TO ACCOUNT #001-3500-711.11-01 (MILEAGE). CHRIS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (4-0).**

**Reports**

A. Chairman’s Report

Chairman Holden explained that his philosophy as a leader for this Board is that he tries to hold meetings quickly and efficiently, where possible. He has no problem with members asking questions if they feel as if they need more information in order to make an informed decision.

He added that most items that they discuss as a Board are not going to be something where there is really a Republican or Democrat line of thought, such as the transfer done tonight. It is usually a question of whether or not it is something that will be good for the taxpayers and citizens or is it something that would be detrimental. With the exception of budget time, the majority of the decisions that they make are routine decisions.

B. Contingency Account Report

Chairman Holden explained that the Contingency Account Report would be on the agenda regularly. It is a generic, miscellaneous account that is set-up in the budget process. It recognizes that they are not going to be able to contemplate every single expense that comes up during the course of the year, and there may not be funds to do an intra-department transfer, so this is an extra pool of money that can be spent. This year they set the Contingency Fund at $75K. It is usually between $75K - $150K.

Chairman Holden summarized the procedures for the Finance Committee in the event that any of the Board of A&T members would be called on to serve as an impromptu member of the Finance Committee. He explained the procedures for
opening and recording of bids, award recommendations by department heads and the importance of the non-collusion affidavit.

**Adjournment**

Due to no further business on the agenda, Chairman Holden adjourned the meeting at 6:00 p.m.

Respectfully submitted,

Karin C. Tuke
Clerk, Board of Apportionment and Taxation

Tape (1) on File with the City Town Clerk’s Office.