Roll Call

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

Other Persons Present

Pete Pavone, Registrar of Voters

Call to Order/Pledge of Allegiance

The meeting was called to order at 7:00 p.m. on Thursday, December 16, 2010 by Chairman Mark Holden with the Pledge of Allegiance.

Approval of the Minutes

CHARLOTTE MADAR MOTIONS TO ACCEPT THE MINUTES FROM THE FULL BOARD MEETING OF OCTOBER 29, 2010. CHRIS BESESCHECK SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSES (6-0).

Reports
Chairman’s Report

Chairman Holden indicated that at the last meeting, Judd had noted several things that appeared to be wrong on the Financial Reports. There were questions regarding some items that look like Income but had an Expense. Sharon Scanlon relayed that the reason for this is because, although money goes into that account during the course of the year and ends up being an income in the long run, they have to make payments out of those accounts at different times.
The other account noted had to do with Dental Insurance showing an expense item. This account involves retirees paying in and that is why they were showing income on an expense item. The retirees were making payments before the City paid the bill.

**Contingency Report**

Chairman Holden indicated that the only item taken so far is for the removal of debris from North Oak Avenue.

**Transfers Report**

Chairman Holden indicated that they are getting to the point in the year where they will probably be having transfers on a monthly basis.

**New Business**

**Intra-Departmental Transfers**

1. Request from Elections to transfer funds from Equipment Rental and State Inspection accounts to Printing & Advertising.
2. Request from Elections to transfer funds from Canvassers to Part Time, Commissary and Printing & Advertising accounts.

Pete Pavone, Registrar of Voters addressed the Board regarding the additional costs incurred from having a primary in August. It includes additional costs for printing and advertising, poll workers, food, and mailing expense.

He explained that this year, through the efforts of Gene Sullivan and their mailing services, they have used their own in-house capabilities to produce the cards telling people where to vote. They saved $3000 in the case of the Primary and in the case of the Elections they saved approx. $4000. This will be reflected in next year's budget.

Mr. Pavone explained that in his discussions with Jack Finn and Sharon Scanlon, they decided that they wanted to have minimal impact on the Contingency Fund for the City. They are only going to be going to the BOA for poll workers primarily and printing/advertising. He indicated that poll workers is a large number because of the State requirements to have a Democrat and Republican in five different positions.

Mr. Pavone reviewed his intra-department budget transfer request and the accounts impacted.

Chairman Holden asked if Part Time, Commissary, Printing/Advertising should be good for the balance of the year.

Mr. Pavone responded yes they would be.

Judson Crawford asked what he projected his printing and advertising expenditures would be for the year.
Mr. Pavone responded that for the Printing and Advertising budget he had overlooked mentioning the ballots. The Printing and Advertising budget for this year, unlike two years ago, has changed because the State is no longer picking up the tab for the ballots. They ordered enough ballots for the primary and the election.

With no further questions regarding the transfers, Chairman Holden asked for a motion.

**JUDSON CRAWFORD MOTIONS TO TRANSFER FUNDS FROM:**

- CANVASSERS ACCOUNT #001-0500-413.10-06 TO PART TIME ACCOUNT #001-0500-413.10-02 IN THE AMOUNT OF $2,160;
- CANVASSERS ACCOUNT #001-0500-413.10-06 TO COMMISSARY ACCOUNT #001-0500-413.80-41 IN THE AMOUNT OF $800;
- CANVASSERS ACCOUNT #001-0500-413.10-06 TO PRINTING & ADVERTISING ACCOUNT #001-0500-413.30-07 IN THE AMOUNT OF $540.

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

**CHARLOTTE MADAR MOTIONS TO TRANSFER FUNDS FROM:**

- EQUIPMENT RENTAL ACCOUNT #001-0500-412.40-44 TO PRINTING & ADVERTISING ACCOUNT #001-0500-412.30-07 IN THE AMOUNT OF $2,000.
- STATE INSPECTION ACCOUNT #001-0500-412.50-05 TO PRINTING & ADVERTISING ACCOUNT #001-0500-412.30-07 IN THE AMOUNT OF $4,000.

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

**Adjournment**

Chairman Mark Holden stated to adjourn the meeting due to no further business on the agenda at 7:27 p.m.

Respectfully submitted,

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