Call to Order / Pledge of Allegiance
Chairperson Balamaci called the meeting of the Board of Apportionment & Taxation meeting to order at 6 p.m. All those present stood and pledged allegiance to the flag.

Roll Call
Chris Balamaci-Present
John Belden- Present
Joseph Knapik- Present
Louis Dagostine- Present
Karen Battistelli- Present
Adam Heller- Present

Adam Heller MOVED to add the following to the agenda:
Amendment of 11/19/2015 Board of Apportionment and Taxation Minutes, SECONDED by John Belden. All in favor, MOTION PASSED

Discussion:
Chairperson Balamaci stated that in the Call to Order/Pledge of Allegiance item, it should omit the word “finance” in the sentence “Mayor Mark A. Lauretti called the Regular Board of Apportionment & Taxation Finance meeting to order at approximately 6:25 p.m. All those present recited the Pledge of Allegiance”, and should state “Mayor Mark A. Lauretti called the Regular Board of Apportionment & Taxation meeting to order at approximately 6:25 p.m. All those present recited the Pledge of Allegiance”,

John Belden MOVED to approve the amended 11/19/2015 Board of Apportionment and Taxation minutes, SECONDED by Adam Heller. All in favor, MOTION PASSED

New Business
A) Request for Highways & Bridges to Transfer $16,500 from Regular Payroll to Police Parts

Ernest J. Hutchinson IV - Highways and Bridges, Representing Paul DiMauro
Ernest J. Hutchinson IV: We are here before you, and I want to say thank you for being here with us. We have a new program at the highway department, sending police cars out for repairs, and since the Inception date, we are trying to put a budget together, and it is difficult because there is no history on it. We only started it less than a year ago. We have gone through most of the budget already, and because that was only for parts, and now we are doing repairs from the parts line Item. I am here in front of you to move $16,500 from Regular Payroll to Police Parts to cover this change.

Chairperson Balamaci: Do you have available with you, the balance of the account that it is coming from?

Ernest J. Hutchinson IV: At the end of the year, we should have a balance of $444,000 (From Regular Payroll).

Chairperson Balamaci: And do you have many vacancies for full time employees?

Ernest J. Hutchinson IV: Yes, we have a mechanic that is out, as well as other full time employees that are also out.

Joe Knapik: You said that this situation should end in the next budget, so I read in the transfer request.

Ernest J. Hutchinson IV: Yes, Joe, that is correct. Mr. DiMauro started this program to take some pressure off of our mechanics, the police vehicles were breaking down left and right and nobody was able to get to the highway trucks. So, he came up with a plan to send the police cars out, and we went out to bid for the project. 2 qualified garages came into play and it ended up being repairs for vehicles throughout the City.

Chairperson Balamaci: Where is that reflected, we have nothing to look at, and it is not your fault.

Adam Heller: So, I do not understand this completely, the police parts line Item is for us to buy parts for the in house mechanic to fix it or do you bid out to the 2 garages and they fix it?

Chairperson Balamaci: According to this, It sounds like the justification sounds like…

Adam Heller: So, we are transferring to police parts from payroll, so we are using the parts money to pay the garages?

Ernest J. Hutchinson IV: Yes.
Chairperson Balamaci: So, my next question, Is that $16,500 going to carry over into June, because it does not sound like it.

Ernest J. Hutchinson IV: There were some large bills for repairs that were not of the norm.

Chairperson Balamaci: Do you have a contract with them?

Ernest J. Hutchinson IV: We get free quotes, but for a certain vehicle, they said that it was over a certain amount.

Joseph Knapik: Now, and you don't have to answer this question, but the police department, yearly, returns huge amounts of money, and the highways department returns huge amounts of money to the City, so given the huge surpluses, the police department should really have enough money to cover these repairs, and there shouldn't have to be any money coming from the street department. This is the whole question of surpluses, it's like why bother at all.

Louis Dagostine: You are asking for money out of regular payroll, and we are sitting here in December, and we have quite a bit of the fiscal year left, why are you so certain that whatever position that you are taking this from isn't going to be filled?

Ernest J. Hutchinson IV: I don't have the answer for that.

Chairperson Balamaci: I think, at this stage, that we may have to move to table this discussion. We don't have a budget run.

Ernest J. Hutchinson IV: If this money doesn't get moved, then the police cars do not get fixed. And we are at the juncture now. We have less than $500 in the account.

Adam Heller: I am sympathetic that the police cars need to be fixed, but my concern is that the money is coming from regular payroll. I don't know how many people are employed, or how many are anticipated to be employed. I hear a $400,000 salary line. I don't know how many cars we are talking about, and I don't know the contracted rates. If we had the overall budget, and if I had that Information, I can easily make a decision on that. But it is hard to make a decision without that, and I am thinking that it may be better to wait until we are better informed.

Chairperson Balamaci: And I do want to make It known that on the form, I have addressed this with Paul Hiller that when he did not check that it does/does not exist he did confirm with me that it does exist, so that was an error he forgot to check off.

Joseph Knapik: I would think that the police department could take money that they return historically every year and use that to fix their vehicles so highways does not have to worry about it.
Ernest J. Hutchinson IV: I was thinking that this maybe should have been a separate line item. Not only is it parts, but it is also labor.

Adam Heller: I noticed that it is the police departments. I am assuming that other vehicles need parts. If a plow truck needs to be fixed, does it come from the same place?

Ernest J. Hutchinson IV: No, police parts (40.42) has its own line item. The highways have its own vehicle parts items.

Chairperson Balamaci: I am going to call Paul tomorrow and make sure that we have the proper documentation, I was told that it is rare that we meet for special meetings, but if we table this, Ernest, I feel bad, and we will take care of this, but we need more information.

Ernest J. Hutchinson IV: But what happens, how many police cars can we leave on the side of the road if something happens?

Chairperson Balamaci: You had $32,000 designated in the budget initially, so where are you with that. We don’t have that.

Ernest J. Hutchinson IV: I’m sorry. I missed that. I didn’t realize that. I am very sorry about. Here is our initial budget, $32,000. The adjusted is $36,350.

Chairperson Balamaci: He has $585 so he needs the money.

Ernest J. Hutchinson IV: And the payroll has $1,256,000. And it is a weekly runoff.

Adam Heller: I still want to move to table. I need to be working off the same documentation as everybody else.

Chairperson Balamaci: So, we can easily see you In May, then.

Adam Heller: I feel like I don’t want to do something because I have to, or because something will break. I feel that 2 months ago something could have been done, rather than coming to me now and saying that you better do this, or we don’t have any police cars.

Chairperson Balamaci: Anyone else that was on A&T, was this addressed at any time this summer

Ernest J. Hutchinson IV: There were no meetings this summer, and we saw this in August.
Karen Battistelli: What would happen if, hypothetically, 5 police cars went down? I mean, serious damages, blown transmissions. What would you do? What is your back up plan?

Joseph Knapik: The police department would pay for their own vehicles, that’s what.

Chairperson Balamaci: Ok, let’s get back on track. Based on their current balance of $585 and the requesting line transfer of $16,500. It was signed off by the Director of Finance, but we still want to still see everything. And I will call Paul. He’s pretty good at getting back to me so far. And we will reconvene and have a special meeting, and we may not need you but we do, we will let you know.

Louis Dagostine: Or Mr. DiMauro can grace us with his presence.

**Adam Heller** MOVED to table the transfer of $16,500 from Regular Police Payroll to Police Parts, SECONDED by Louis Dagostine. All in favor, MOTION PASSED.

B) Request from Building Department to Transfer $40,000 from Regular Payroll to Part Time Payroll

**Joseph Ballaro** – Building Official, City of Shelton

Joseph Ballaro: This is what we had on our budget since September 30, 2015. This was prepared months ago because we choose to be proactive and try to get things done before they are due. At that time we needed $78,253.34 to finish out the year in our part time account. At that time we had $44,064 in the account. That left a shortfall of $34,189.34. So, rather than come back in May, if we needed more money, we put an extra $5,800 there just in case we had some unforeseen disaster or something that came up, and rounded it off to $40,000 to transfer from our full time account to our part time account.

Joseph Knapik: Why is there a chronic need for part time employees? This has happened over the course of a few years now, where money is taken from regular payroll

Joseph Ballaro: What are you asking me for?

Joseph Knapik: Well, you are representing the building department.

Joseph Ballaro: This is what I’m given. We’ve hired a part time electrical inspector. We have also hired a part-time housing code inspector.

Joseph Knapik: Why the part time and not the full time? Why the change?

Joseph Ballaro: You got me.

Joseph Knapik: Oh. Ok.
Adam Heller: Who doesn’t get paid?

Joseph Ballaro: Our part time will be $34,000

Adam Heller: And who won’t get paid with the via the $40,000 getting moved.

Chairperson Balamaci: This is the thing. When I met with Mr. Hiller, that the regular FTE’s, there are vacancies, and in lieu of that, they are moving people to this part time status, is that’s what is happening? So, there is nobody in this full-time payroll that is not getting paid when you are moving this money.

Joseph Ballaro: Yes. Correct. We expect that we are going to have full time employees, so we put it in the full-time account. But that’s not what is happening.

Joseph Knapik: So there are FTE positions that are not being filled.

Joseph Ballaro: Basically, it is the Assistant Building Official spot that isn’t filled in the full time account. Up here is our part time employees, who are both clerks, our new electrical inspector, and that is where we get our numbers from.

Louis Dagostine: Is there a posting for the Assistant Building Official position? Any plans to hire anytime soon? How long has it been vacant?

Joseph Ballaro: Six years.

Chairperson Balamaci: So it doesn’t sound like it is going to be filled.

Louis Dagostine: Would it make your life easier?

Joseph Ballaro: Yes, it would. We did have the downturn in the economy, however that time we went down to like 1,100 building permits, and now we are over 2,000 again per year. And we have apartment buildings and condos and more apartment buildings in the works.

Chairperson Balamaci: Joe, we are kind of in the same predicament as we were with Ernest, so we are probably move to table this.

Adam Heller: Do you have enough right now?

Joseph Ballaro: Yes.

Chairperson Balamaci: Thank you for being so proactive

Louis Dagostine MOVED to table the transfer of $40,000 from Regular Payroll to Part Time Payroll, SECONDED by Adam Heller. All in favor, MOTION PASSED
Adam Heller MOVED to adjourn the Regular Board of Apportionment and Taxation meeting, SECONDED by John Belden at 6:45. All in favor, MOTION PASSED.

Respectfully Submitted,

Nicholas Twigg

Nicholas Twigg

Clerk

1 tape on file in City Clerk's office