Roll Call

John Simonetti, Chairman, present
Judson W. Crawford, present
Charlotte Madar, absent
Eric Levine, present
Joe Liscinsky, present
Mark Holden, present

Other persons present:
Robert Tonucci

Call to Order

Chairman John Simonetti called the meeting to order at 7:03 pm. All present rose and pledged allegiance to the flag. Tonight’s meeting was held in Room 104 at Shelton City Hall, 54 Hill Street, Shelton, Connecticut.

Reports

A. Chairman’s Report
   Nothing specific to report as of this time except this is the first meeting that we have had in a while which is a good thing. We do have to adopt the meeting schedule for next year.

B. Contingency Account Report
   Summary present attached to the agenda
C. Intradepartmental Transfers Report.
   There was only one item and that was for the Maintenance Department and we took care of that at the last meeting.

Discussion: Judson Crawford states, “I was not here at the meeting that this board made the transfer of $20,000 from Maintenance to Other Outside Services but my question to the Board is How do you go award $20,000 to the Department without back up documentation?” Chairman Simonetti states “That is with the meeting minutes of the previous meeting.” Judson Crawford states, “We are lacking documentation from the department head and I am requesting from this board, why did you go and make such a transfer without back up documentation?” Chairman Simonetti states, “The department head appeared before us and advised us as to why these funds were not ear marked correctly.” Judson Crawford states, “That is not what I am saying, I am asking if you read the transfer request from the department head?” Chairman Simonetti states, “I do not have it in front of me at the present time and I can’t elaborate at this time.” Chairman Simonetti states, “There was a discussion of the amount and there is a certain amount of trust with the department head.” Mark Holden states, “I think this is an area of identifying something for training for the future. The proper time to address the concerns that were brought up was back in September when this was voted on. Jud your concerns have some validity on documentation and things that should be done are correct but we need to look forward instead of backward.” Chairman Simonetti states, “There was a long discussion at the last meeting on this.”

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Old Business

No Old Business
New Business

Intra-Departmental Transfers

Request from Highway Department for transfer of $1,500 from Recycling Parts to City Hall Vehicles.

Discussion: Eric Levine asks, “Is there any possible way for us to ask the department head to give us a little bit more in detail as to what the expenditures are or would be for these accounts to make a better judgment call?” Mark Holden states, “This particular line item that they are looking to increase started out at $4,725.00. I don’t know how many vehicles are involved there. This does not sound like an over excessive amount of money for vehicles if there are a lot of vehicles.”

Mark Holden MOTIONED TO transfer $1,500 from Acct #001-3200-712-40.34 Recycling Parts to Acct #001-3200-712-65.05 City Hall Vehicles. Eric Levine seconds the motion. A voice vote was taken MOTION PASSED. 5-0

Request from MIS to transfer $20,000 from Part time Employees to Hardware/Software.

Discussion: Mark Holden states, “They haven’t done much with Part time employees. They have spent year to date $4,498 and they have $27,502 which still leaves them $7,000 which is more than what they have gone through in the first half of the year.”

Judson Crawford MOTIONED TO transfer the sum of $20,000 from Part Time Employee Acct # 001-5200-412.10-02 to Hardware/Software Acct # 001-5200-412.65-16. Mark Holden seconds the motion. A voice vote was taken MOTION PASSED. 5-0
Set Meeting Schedule for 2007

“This is standard and we haven’t changed the time for the full board and the finance committee. I do not see any reason to change the times,” states Chairman Simonetti.

BOARD OF A & T
2007 MEETING DATES

THE BOARD OF APPORTIONMENT AND TAXATION WILL HAVE THE FOLLOWING MEETINGS DATES FOR THE YEAR 2007. THE FULL BOARD MEETINGS SHALL TAKE PLACE ON THE FOURTH THURSDAY OF EACH MONTH AT 7:00 PM. THE FINANCE COMMITTEE MEETINGS WILL TAKE PLACE ON THE SECOND AND FOURTH THURSDAY OF EACH MONTH AT 6:30 PM. ALL MEETINGS ARE TO BE HEALED AT SHELTON CITY HALL.

THE FULL BOARD MEETING DATES:

January 25, 2007  
February 22, 2007  
March 22, 2007  
April 26, 2007  
May 24, 2007  
June 28, 2007  
July 26, 2007  
August 23, 2007  
September 27, 2007  
October 25, 2007  
November 29, 2007  
December 27, 2007  

The November meeting date is due to the FOURTH THURSDAY being Thanksgiving Day.

THE FINANCE COMMITTEE DATES:

January 11 and 25, 2007  
February 8 and 22, 2007  
March 8 and 22, 2007  
April 12 and 26, 2007  
May 10 and 24, 2007  

June 14 and 28, 2007
July 12 and 26, 2007
August 9 and 23, 2007
September 13 and 27, 2007
October 11 and 25, 2007
November 8 and 29, 2007
December 13 and 27, 2007

The November meeting date is due to the FOURTH THURSDAY being Thanksgiving Day.

Judson Crawford MOTIONED TO accept the meeting dates and times as listed above. Mark Holden seconds the motion. A voice vote was taken. MOTION PASSED. 5-0

Finance Committee Report

Nothing new to add to under this.

Adjournment

Chairman Simonetti adjourned the meeting at 8:00 pm.

Respectfully submitted,

Denise M. Domorod,
Clerk
Board of Apportionment & Taxation

Tape on File at City Clerks office 1 side one tape.