The workshop opened at 7:00 pm.

**Tax Collectors Department:** Lisa Theroux was present to answer questions. She indicated that she was satisfied with the presented budget. Mr. Hiller noted that there are no salary increases as the employee contract expired on 6/30/17 and is still in negotiation. It is anticipated to be finalized in the next 90 days and any increases will be retroactive to 7/1/17.

In reviewing the current budget, the expenditures seemed lower than expected at this time in the year and it was explained that a full time position is vacant and a provisional part time person is filling that position. The prior full timer who left in September 2016 was being paid at a higher hourly rate. The hope is to have the full time position filled by 7/1/18. The salary has yet to be negotiated for that position. Further, the amount of the retroactive salaries will likely absorb a portion of the overage in the funding.

**Parks and Recreation Department:** Ron Herrick was present to answer questions. He stated that there are 10 full time positions but overall with part timers and seasonal staff the total number of positions is close to 100. He has been hiring staff recently and anticipating filling the positions once the personnel satisfies the necessary qualifications. There is an increase of $8,000 being requested in salaries and outside services have been cut by $10,000. Outside services are utilized for grass cutting, other field maintenance such as tree work, for electrical work and other such professional services needed by the Department. The work load will be balanced with in house services. He will be seeking to purchase a new mower and that would be requested through the capital account.

**City Clerk’s Department:** Margaret Domorod was present to answer questions. There are 2 full time (35 hour) employees and 2 part time (29 ½ hour) employees. The position of assistant town clerk has been vacant for approximately two years. She noted that they have a rotating schedule to accommodate a five day schedule. The full time staff have qualifications to perform certain duties mandated by the State of Connecticut that a part time person can not. Filling the vacancy would assist in having the qualified personnel available in the office.

Vital statistics are birth and death certificates. As Shelton is not a hospital town, they have to request the paperwork from other municipalities. The indexing services line item seemed under expended at this time but it was noted that the amount may be different because billing of the services may be in the rears.

**Youth Services:** Sylvia Rodriquez was present to answer questions. She presented materials that explained the main services they provide to the City. She is new to the position only being on staff for five
months. There has been no director for four years. She is looking to hire two additional people, a youth advocate and a prevention specialist. Professional services is funding for outside services such as people that present programs as well as for the staff attending conferences as well as taking youth to various camp programs through the year.

**Legislative Office:** Mr. Hiller answered questions. The full time position is the clerk for the Board of Alderman. Professional services funding includes the annual audit. There is an expected reduction in the legal services for the Pension Board.

Members questioned if restitution is being received from the former assistant finance clerk. Mr. Hiller indicated that he does communicate with the probation officer and there are set parameters for her repayment. To date reimbursements are under the expected reimbursement timetable.

Members questioned if an operational audit has been done since the incident. He replied no. There is no funding in the budget for such an audit and it would be the Board of Alderman to determine its need.

**Board of Ethics:** Mr. Hiller answered questions. He explained that the funding is for clerical services and is on an as needed basis.

**Public Employees Appeals Board:** Mr. Hiller indicated that this is an as needed basis for labor disputes or employee related issues.

**Administrative Office:** John Basher, assistant to the Mayor, was present to answer questions. Lease rental payments are down as the charge for the buses is paid in full. The $15,000 is for parking lot spaces continuing to be leased. Consideration was given as to whether to continue membership for CCM. It was decided to be beneficial. There are 5 full time positions – Mayor, Administrative Assistant, Constituent case worker, Economic Development and Executive Secretary.

**Employee Resources:** John Basher was present to answer questions. This includes employee assistance program that provides confidential consulting for personal issues. Positions include the personnel director, the benefits coordinator for the city and the Board of Education and two part time clerks. There are additional funding for seasonal staffing and interns.

Contracts being negotiated. Administrative clerks expired 6/30/17, WPCA expires 6/30/18, Highway Department expires 6/30/18. Increment increases that will require funding have been estimated.

Arbitration associated expenses are unpredictable and arise as complaints are entertained and resolved.

**Elections:** Registrar Peter Pavone was present to answer questions. He indicated that the part time services cover annual canvassing. The office has found a cost effective way to accomplish this task through outsourcing. The part time staff also provides services including the election and primary preparations. The part time line item was reduced in the current budget and will likely be over-expended before the end of the year. The cost for a primary is not included. Customary cost for a primary is approximately $20,000. Miscellaneous services is unforeseen needs such as security at the polls.

**Probate:** Fred Anthony was present to answer questions. The state pays for the employees’ salary and benefits. The funding requests are for office supplies, postage and microfilming. The budget has been sufficient for many years.

**Drugs and Alcohol Commission:** No one was present.

**Public Health:** Jeff Dussetchleger and Ed Kisluk, from Valley Health were present to answer questions. It was noted that the funding is a set percentage determined by the population assessment at $6.85 per person as set by State Statute. Population is 41,334 for an actual request of $283,138.
Valley Health provides restaurant inspections, housing complaints, septic tank inspections, childhood lead poisoning oversight and abatement, immunization coordinator and other health related resources. They have 16 full time staff that covers the region of Shelton, Derby, Ansonia, Seymour, Beacon Falls and Naugatuck.

There is also an annual contribution to Parent Child Resource Council included in this department that is separate from Valley Health.

**Utilities:** Gene Sullivan was present to answer questions. It was noted that there is a projected $70,000 savings with the conversion to LED street lighting.

The municipal sewage use fee was discussed. Payments have not been made for the last five years as the Mayor determined that the in-kind services provided by the City offset the cost of the fee. There is a request in the upcoming budget of $4,500 that has been included in the Mayor’s request.

**Purchasing:** Gene Sullivan was present to answer questions. He indicated that the request is consistent with the Mayor’s proposal.

**Assessor:** No one was present.

**Library Services:** Joan Stokes, Library system director and Marcia Austin, branch director were present to answer questions. They presented a request for an increase in salaries line items. They are seeking funding for an assistant director’s position, which has been vacant for eight years. They are seeking part time positions for a technology person and a children’s programming person. They are seeking an increase to update the technology to the 21 century and to increase community outreach.

It was noted that the request is for $675,000 which is more than last year but less than the Library’s request. Mr. Hiller explained that the past director retired last year and last year’s budget reflects the retirement settlement under her contract. The adjusted budget for 2017 would then be $625,000. The 2018-2019 budget reflects an increase of $50,000. The Mayor’s proposal does include adding the assistant director’s position mid-term in the year.

Ms. Stokes stated that she would rather fill the technology and programming positions requested than the assistant director’s position. She noted that there is great support from the community for the staff and for their services throughout the year. She indicated that there is also a renewed cooperation with the schools and the senior center.

**Elected Appointed Officials:** Mr. Hiller indicated that the funding are all statutory requirements.

**Debt Service:** Mr. Hiller anticipates debt being incurred for paving projects and the Board of Alderman have at their discretion the ability to borrow up to 2% of the allocated budget. This year $700,000 was allocated for the refurbishing of the football field. Other funding in the past has been for land purchases for open space and vehicle purchases. Members weighed whether it was good budgetary practice to incur debt in some instances rather than utilize the fund balance which currently has a surplus. Mr. Hiller indicated that the current practice provides flexibility.

Mr. Hiller indicated that he will further review the bond anticipation notes presented in the budget request.

**Management Information Services:** Members discussed at length the position. Currently the person is not considered a full time position and as such, there are no benefits. The current staff member provides exceptional and invaluable services to the City and all its technology needs. Members felt that the position should be pursued as a full time position with appropriate salary funding and indicated that the budget should be adjusted to reflect this change.

**Public Risk Management:** Mr. Hiller indicated this involves the municipal insurances. All line items are fairly self explanatory.
**Accounting and Control:** Mr. Hiller noted that a staff member has been elevated into the assistant finance director position and that clerk’s position is currently vacant with expectation that the position will be filled.

**Revenue:** Mr. Hiller indicated that the state figures reflect information from February 1st. He stated that the reliance on surplus has been reduced by $250,000. This seems fiscally prudent.

The Elderly Homeowner Program, a State program, was projected at $254,000 in revenue last year. This provides a reduction in the tax bill for qualified senior residents who present with income below the set limit. The state has advised that the funding will not be distributed to the City in this fiscal year and the program will not be available next year. This is going to be a significant impact to many of the seniors under this program.

**Miscellaneous:** LoCIP funding - a state program that provides funding for construction projects, road projects, etc.

Private duty - services provided by City employees, generally the police doing road safety coverage for private contractors on public streets.

Capital – The replacement of the artificial turf was discussed. It was noted that the surface has deteriorated to the point that it has become a safety issue. There is $650,000 allocated in the this budget and there were funds set aside last year. The project is out to bid which will give a clearer number shortly.

Vehicle Funds – no requests have been submitted

Contingencies – this is increased by $25,000 for anticipated salary needs once the pending contracts are finalized.

MOTION by Joseph Knapik and second by Michael Gaydos. Move to adjourn at 10:15 p.m.

Respectfully submitted,
Karen Kemnesies