SHELTON BOARD OF APPORTIONMENT AND TAXATION

MINUTES

SHELTON BOARD OF APPORTIONMENT AND TAXATION – January 24, 2019
AT 7:00 P.M. CITY HALL, RM 104, 54 HILL STREET, SHELTON, CONNECTICUT

The meeting of the Board of Apportionment and Taxation was called to order at 7:00 pm. with the Pledge of Allegiance.

ROLL CALL:
Chairman Karen Battistelli - present
Steven Guralnick - present
Joseph Knapik - present
Michelle Laubin - present
John A. Belden Jr. - present
Michael Gaydos - present

APPROVAL OF MINUTES
Michelle Laubin moved to approve the minutes of the November 29, 2018 minutes with a correction in the reports that Printing & Advertising Costs for Elections amount should be $4,747.00; seconded by Michael Gaydos. A voice vote was taken and the motion passed unanimously.

REPORTS
Contingency Account reflects an unspent balance is $81,200.00.

<table>
<thead>
<tr>
<th>Aldermanic Approval Date</th>
<th>Description</th>
<th>Account Number</th>
<th>Amount Transferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/13/18</td>
<td>Shelton Canal District Historic Register Application</td>
<td></td>
<td>$2,400.00</td>
</tr>
<tr>
<td>10/11/18</td>
<td>Funding of Carrying Costs for 69 Pearmain Road</td>
<td>0500-413.30-07</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>10/11/18</td>
<td>Printing &amp; Advertising Costs for Elections</td>
<td>0500-413.30-07</td>
<td>$4,747.00</td>
</tr>
<tr>
<td>10/11/18</td>
<td>Part Time Employees for Elections</td>
<td>0500-413.10-02</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>10/11/18</td>
<td>Commissary for Election</td>
<td>0500-413.80-41</td>
<td>$3,275.00</td>
</tr>
<tr>
<td>10/11/18</td>
<td>Poll Workers for Election</td>
<td>0500-413.10-04</td>
<td>$23,150.00</td>
</tr>
<tr>
<td>10/11/18</td>
<td>Postage for Election</td>
<td>0500-413.40-05</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>10/11/18</td>
<td>Funding Flag Poles at Huntington Fire House</td>
<td></td>
<td>$4,553.00</td>
</tr>
<tr>
<td>12/13/2018</td>
<td>F/D Grant for Exhaust Removal System Install</td>
<td></td>
<td>$22,175.00</td>
</tr>
</tbody>
</table>

NEW BUSINESS
a) Request from Parks and Recreation to Transfer $19,000 from Regular Payroll to Outside Services, transfer $47,000 from regular Payroll to Part-Time Payroll and transfer $3,500 from Regular Payroll to Overtime Pay

Ron Herrick Jr. was present this evening seeking transfers. He explained that vendors provide services for cutting areas, for tree work, for irrigation projects and other projects that come up. He has focused on the High School and Sunnyside areas. Work is done as the issues are identified and often times can not be estimated within the general budget process estimations.
Members questioned why there is a disparity in the payroll requests in the budget than the actual expenditure needs. Mr. Herrick explained that he did have four openings and two have been hired. He is currently interviewing candidates for the recreation supervisor position. He also has two employees out on leave, one due to illness and one on worker compensation. Part-time staff fills in when needed. Outside services provide skilled work that the regular staff does not generally perform. It was noted that the original department request was higher than the final budgeted funding.

Michael Gaydos moved to approve the request from the Parks and Recreation Department to transfer from Regular Payroll (001 1000 622 10 01) to Outside Services (001 1000 622 30 01) in the amount of $19,000.00; seconded by John Belden Jr. A voice vote was taken and the motion passed unanimously.

Michael Gaydos moved to approve the request from the Parks and Recreation Department to transfer from Regular Payroll (001 1000 622 10 01) to Part Time Payroll (001 1000 622 10 02) in the amount of $47,000.00; seconded by John Belden Jr. A voice vote was taken and the motion passed unanimously.

Michael Gaydos moved to approve the request from the Parks and Recreation Department to transfer from Regular Payroll (001 1000 622 10 01) to Overtime Pay (001 1000 622 10 07) in the amount of $3,500.00; seconded by John Belden Jr. A voice vote was taken and the motion passed unanimously.

b) Request from Highways & Bridges to Transfer $150,000 from Regular Payroll to Part-Time Payroll

Ernest Hutchinson was present. He explained that the request is due to the fact that the initial approved budget is $202,000 less than what was requested.

Members noted that no one from the Highways and Bridges Department was present during budget deliberations last year. Members see that the department gave back funds at the end of last year. They wanted to better understand this request and why the regular payroll was over-funded. It appears that part-time staff is doing the work due to full-time position vacancies. Mr. Hutchinson indicated that due to fiscal constraints part-time staff is performing duties as there are unfilled full-time positions at this time.

Michael Gaydos moved to approve the request from the Highways and Bridges Department to transfer from Regular Payroll (001 3200 712 10 01) to Part Time Pay (001 3200 712 10 02) in the amount of $150,000.00; seconded by John Belden Jr. A voice vote was taken and the motion passed unanimously.

Adjournment
Karen Battistelli moved to adjourn the meeting at 7:35 p.m., seconded by Michael Gaydos. A voice vote was taken and the motion passed unanimously.

The meeting adjourned at 7:35 p.m.

Respectfully submitted,
Karen Kemmesies
Recording secretary