SHELTON BOARD OF APPORTIONMENT AND TAXATION

MINUTES

SHELTON BOARD OF APPORTIONMENT AND TAXATION – MARCH 7, 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. - excused
Michael Gaydos - present

APPROVAL OF MINUTES
Steven Guralnick moved to approve the minutes of the January 24, 2019 meeting, as written; seconded by Michael Gaydos. A voice vote was taken and the motion passed unanimously.

REPORTS
Contingency Account reflects an unspent balance is $63,221.00.

<table>
<thead>
<tr>
<th>Aldermanic Approval Date</th>
<th>Description</th>
<th>Account Number</th>
<th>Amount Transferred</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/13/2018</td>
<td>Shelton Canal District Historic Register Application</td>
<td></td>
<td>$2,400.00</td>
</tr>
<tr>
<td>10/11/2018</td>
<td>Funding of Carrying Costs for 69 Pearmain Road</td>
<td></td>
<td>$4,000.00</td>
</tr>
<tr>
<td>10/11/2018</td>
<td>Printing &amp; Advertising Costs for Elections</td>
<td>0500-413.30-07</td>
<td>$4,747.00</td>
</tr>
<tr>
<td>10/11/2018</td>
<td>Part Time Employees for Elections</td>
<td>0500-413.10-02</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>10/11/2018</td>
<td>Commissary for Election</td>
<td>0500-413.80-41</td>
<td>$3,275.00</td>
</tr>
<tr>
<td>10/11/2018</td>
<td>Poll Workers for Election</td>
<td>0500-413.10-04</td>
<td>$23,150.00</td>
</tr>
<tr>
<td>10/11/2018</td>
<td>Postage for Election</td>
<td>0500-413.40-05</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>10/11/2018</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>
<tr>
<td>2/14/2019</td>
<td>Transfer for Sidewalk Reimbursement Account</td>
<td>3600-713.80-43</td>
<td>$13,398.00</td>
</tr>
<tr>
<td>2/14/2019</td>
<td>Funding School security Upgrades Holy Trinity</td>
<td></td>
<td>$4,581.00</td>
</tr>
</tbody>
</table>

Mr. Gaydos noted that the Board of Alderman report for the Contingency Account shows the School security Upgrade amount was reported as $4,580.10.

The transfer for sidewalk reimbursement was for sidewalks on Howe Avenue that were in great need of repair.

The funding was for re-keying of the building to be consistent with the other school facilities so that the Police Department would have access in an emergency.

The Intra-Departmental Transfers report was reviewed.
NEW BUSINESS

a) Request from Police Department to Transfer $90,000 from Regular Payroll to Investigative Overtime and transfer $52,000 from Regular Payroll to Part-Time Employees

Lt. Robert Kozlowsky was present this evening seeking transfers. He explained that staffing is down two positions so the remaining staff accomplishes the needed duties. The department is pursuing entry level hiring seeking qualified, trained professionals to expedite their ability to begin work immediately rather than having to send said employees to the police academy for training. The department will be holding promotion testing soon. It was hopeful that the testing would have been done earlier in the year. He expected that the transfers should be sufficient for the remainder of the year. Additionally, Lt. Kozlowsky noted that part time staffing has been filling in as the department has been down members due to maternity and illness leaves. There has also been a recent retirement.

Michael Gaydos moved to approve the request from the Police Department to transfer from Regular Payroll (001-2500-511.10-01) to Investigative Overtime (001-2500-511.10-10) in the amount of $90,000.00; seconded by Michelle Laubin. A voice vote was taken and the motion passed unanimously.

Michael Gaydos moved to approve the request from the Police Department to transfer from Regular Payroll (001-2500-511.10-01) to Part Time Employees (001-2500-511.10-02) in the amount of $52,000.00; seconded by Michelle Laubin. A voice vote was taken and the motion passed unanimously.

b) Request from Building Maintenance to Transfer $3,000 from Regular Payroll to Overtime Pay

Chris Potucek was present. He explained that there have been three staff members out sick for many months now and one full-timer has retired recently. As of right now no test has been scheduled to replace the full-time person. There have been projects done that required extra hours and weekend work.

Michael Gaydos moved to approve the request from Building Maintenance to transfer from Regular Payroll (001-4800-716.10-01) to Over Time Pay (001-4800-716.10-07) in the amount of $3,000.00; seconded by Michelle Laubin. A voice vote was taken and the motion passed unanimously.

Adjournment

Steven Guralnick 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