

CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chairperson Cris Balamaci called the Board of A&T meeting to order at 7:28 p.m. All those present recited the pledge.

ROLL CALL
Cris Balamaci, Chairman – Present
Karen S. Battistelli, Vice Chairman -Present
John Belden - Present
Joseph Knapik - Present
Louis Dagostine -Present
Adam M. Heller– Not Present

AGENDA ITEMS

1) **Approval of minutes:**

Joseph Knapik abstained from the vote due to not receiving the minutes prior to the meeting. Joseph Kapnik also addressed the board regarding meeting minutes. He stated he did not have a copy of the last meeting minutes and had not received them in a timely manner. He stated that he cannot be handed the minutes before the meeting and expected to vote on correctness of the minutes. He stated on the minutes for 2.8.17 summary, there were 16 line items that were indeficite and unposted 222 line items. For the summary for the 1.12.17, Joe was not sure if the clerk got down correctly that were 14 line items that were indeficite for $39,813 and there was $3,601,868 worth of line items and 143 that were unposted. He stated the Chairmen had made four inquiries to Mr. Hiller since 5.27.16 and have received no response, he suggested the Chairmen could speak to Mayor to get a response on the questions of deficates and unposted from the finance director. The two month salary was received the night of the 2.23.17 cancelled meeting, not enough time. From the start of fiscal year (July 1st) only 4 transfer requests made, tonight makes the fifth one, and an explanation is made in order. He stated the Board needs an accurate monthly summary to see if a transfer of money is possible, due to the deficits it may not be accurate.
Paul Hiller spoke about deficits. The City of Shelton is working with a software system that is 22 years old. He stated the board does not have the authority to transfer between departments only within a department. Payroll does not coordinate with accounting system, pension system does not coordinate, so it is always running on a lag bases. The payroll is through the month of January, the people are being paid on a timely basis but the reports (given tonight) are running on two months behind. Revenue (from report given tonight) is from February instead of current from the month of March. In $98,530,000 that’s basically a January 31st number, other receipts were taken from the month of February which are unposted revenue. Even on the revenue side it’s the same issue where systems are not talking to each other. There will always be a lag. They are valid but are not current.

Louis Dagostine expressed one concern that was discussed as a board, that many line items where a negative balance are. Without Paul Hiller departments being at a meeting, the Board is lost. For someone obligated to look at intradepartmental transfers, its concerns, we can’t get answers to why they are running negative at this point in the fiscal year, all that’s needed is a simple answer.

Cris Balamaci stated that in an email she asked department heads to explain the variance or deficit in a simple email to have a better understanding to whether line items should be approved or not.

Paul Hiller went on to explain certain line items. On page one, $5,000 in Public Communications, that was a budget error last year, that $5,000 is $15,000 payment to the Code Red System. That line item should not be in the Mayor’s Office, it should be the Police Department. If you look at the overdraft (Deplo Plan) $6,375 and go back three months ago it was significantly higher but that account will zero out. Elections (next page), there are four over drafts there, the Board of Alderman said go over any account and they will cover it at the end of the year. There are four different line items that were done by resolution of the Board of Alderman. There are major dollar amounts in areas of Conservation and Inland Wetland where people are in part time positions and money that was budgeted for regular payroll are not being expended same for conservation. On page 4 for Conservation there has been no money spent on regular payroll and yet there is $25,000 spent on part time payroll. The Fireworks had to be postponed in July due to weather, there’s a $1,000 payment, where it was $13,000 turned into $14,000.

Joeseph Kapnik stated that two sets of minutes are still needed, next month will make three. He asked if the accounting office could mail the materials needed on paper in a timely manner rather than an iPhone (Email).

Paul Hiller stated he will be seeing the board a lot often by the end of April so he can get the paperwork at that point. When the departments come in for the schedule budget hearing, the best and most current information available will be given.
Louis Dagostine moved to approve the meeting minutes on January 26, 2017; seconded by John Belden. Joseph Knapik abstains; a voice vote is taken and the motion passes 4-0.

Reports:
A) Contingency Account Report- Report is attached
B) Transfer Report- Report is attached

New Business:
A) Request from Highways & Bridges to transfer $120,000 from Regular Payroll to Part Time Payroll- Request

Initially $394,749 was requested, $275,000 is what was received which is just shot of $120,000 (requested tonight). Based on projections this is what is needed to carry until the end of the fiscal year. The Board requested for how many budgeted part time employees and budgeted full time employees there are and which positions are currently full to help the board make decisions.

Karen Battistelli moved to approve the transfer of $120,000 from Regular Payroll (account # 001 3200 712.10-01) to Part Time Payroll (account # 001 3200 712.10-02); seconded by Louis Dagostine. A voice vote was taken and the motion passed unanimously.

B) Schedule Board of Alderman Budget Workshop Sessions- Schedule is attached

There was a discussion between Board members and Paul Hiller.

Lois Dagostine moved to approve the Schedule of the Board of Alderman Workshop Sessions; Seconded by John Belden. A voice vote was taken and the motion passed unanimously.

ADJOURNMENT

Louis Dagostine moved to adjourn the Meeting of the Board of A&T; seconded by Cris Balmaci. A voice vote was taken and the motion passed 5-0.

The meeting adjourned at approximately 8:32 p.m. More in-depth meeting discussions are held on tape.

Respectfully submitted,

[Signature]
Ashley Conklin, Temp Pro Clerk
<table>
<thead>
<tr>
<th>Approval Date</th>
<th>BA Number</th>
<th>Description</th>
<th>Amount</th>
<th>Transferred</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/10/2016</td>
<td></td>
<td>Funding Civil War Memorial</td>
<td>$2,000.00</td>
<td>$120,000.00</td>
<td>$125,000.00</td>
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<tr>
<td>12/5/2016</td>
<td></td>
<td>Fire Marshal Vehicle Engine Replacement</td>
<td>$4,263.00</td>
<td>$115,539.00</td>
<td>$119,802.00</td>
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<tr>
<td>12/8/2016</td>
<td></td>
<td>Pine Rock Area Water Flow Meter Inspection</td>
<td>$3,800.00</td>
<td>$111,539.00</td>
<td>$115,339.00</td>
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<td>2/21/2017</td>
<td></td>
<td>Replace Main Sewer Line City Hall</td>
<td>$5,000.00</td>
<td>$106,539.00</td>
<td>$111,539.00</td>
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<tr>
<td>3/9/2017</td>
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<td>Funding Echo Hose Fire House Floor</td>
<td>$4,500.00</td>
<td>$102,439.00</td>
<td>$106,939.00</td>
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### Intra-Departmental Transfers
#### Fiscal Year Ending 6/30/17

<table>
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<tr>
<th>Date of Approval</th>
<th>BA Number</th>
<th>Department</th>
<th>Account Number 000-000-0000</th>
<th>Transfer From Account Title</th>
<th>Account Number 000-000-0000</th>
<th>Transfer To Account Title</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1/27/17</td>
<td>BA304</td>
<td>Park &amp; Rec</td>
<td>000-1900-012.12-01</td>
<td>Regular Payroll</td>
<td>000-1900-012.12-01</td>
<td>Outside services</td>
<td>$18,000</td>
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<td>1/27/17</td>
<td>BA306</td>
<td>Park &amp; Rec</td>
<td>000-1900-012.15-01</td>
<td>Regular Payroll</td>
<td>000-1900-012.15-01</td>
<td>Part Time Payroll</td>
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<td>1/27/17</td>
<td>BA304</td>
<td>Highways</td>
<td>000-2700-713.18-01</td>
<td>Regular Payroll</td>
<td>000-2700-712.40-05</td>
<td>Police Parts</td>
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<td>1/27/17</td>
<td>BA305</td>
<td>Building Dept</td>
<td>000-2700-713.15-01</td>
<td>Regular Payroll</td>
<td>000-2700-713.15-01</td>
<td>Part Time Payroll</td>
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<tr>
<td>1/26/17</td>
<td>BA306</td>
<td>Building Maint</td>
<td>000-4800-516.15-23</td>
<td>Other Outside Services</td>
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<td>Overtime</td>
<td>$5,000</td>
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<td>Building Maint</td>
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<td>Other Outside Services</td>
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<td>Mileage</td>
<td>$500</td>
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CITY OF SHELTON

BOARD OF APPORTIONMENT & TAXATION

INTRA-DEPARTMENTAL BUDGET TRANSFER

DEPARTMENT: HIGHWAYS & BRIDGES    DATE: 3/13/2017

I respectfully request approval of the below listed: FY 2016/2017 Intra-Departmental Budget Transfer

<table>
<thead>
<tr>
<th>ACCOUNT #</th>
<th>TRANSFER FROM</th>
<th>TRANSFER TO</th>
<th>AMOUNT OF TRANSFER</th>
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</thead>
<tbody>
<tr>
<td>001 3200 712.10-01</td>
<td>001 3200 712.10-02</td>
<td>$120,000.00</td>
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<tr>
<td>TITLE</td>
<td>Regular Payroll</td>
<td>Part Time Payroll</td>
<td></td>
</tr>
</tbody>
</table>

Reason for Request:

Our department requested $394,749 and received $275,000 as our adopted budget. This is a short fall of $119,749 which is what we need now.

Requested by: [Signature]    Date: 3/13/2017

Finance Director: I have reviewed the above and sufficient funds to complete said transfer.

DO EXIST          DO NOT EXIST

[Signature]    Date:

Board of Apportionment & Taxation: The Request as stated is:

APPROVED          DISAPPROVED

[Signature]    Date: 4/10
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<tr>
<th>Date</th>
<th>PAY DATE</th>
<th>PAYPERIOD</th>
<th>Vendor</th>
<th>Item</th>
<th>Encumbered</th>
<th>Adjustment</th>
<th>Final Encumb</th>
<th>Un Encumbered</th>
<th>Running %</th>
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<td>7/1</td>
<td>PAYPERIOD</td>
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<td>$12,000.00</td>
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<td>$12,885.81</td>
<td>$261,048.31</td>
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<td>8/12</td>
<td>PAYPERIOD</td>
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<td></td>
<td>$12,000.00</td>
<td>$1,993.66</td>
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<td>8/26</td>
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<td>$12,000.00</td>
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<td></td>
<td>$12,000.00</td>
<td>$1,871.19</td>
<td>$13,871.19</td>
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<td>Pks &amp; Rec Payback-M.Kekacs-Sat.8/27</td>
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<td>$1,871.19</td>
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<td></td>
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<td>$12,201.00</td>
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<tr>
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<td></td>
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<td>11/14</td>
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<td></td>
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<td></td>
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<td>$13,491.56</td>
<td>$129,497.54</td>
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<td>12/30</td>
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<td></td>
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<td>12/17/2017</td>
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<td>$5,575.72</td>
<td>$18,575.72</td>
<td>$84,239.33</td>
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<td>1/8</td>
<td>1/13</td>
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<tr>
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<td>1/27</td>
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<td>$14,299.06</td>
<td>$52,805.98</td>
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<tr>
<td>1/31/2017</td>
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<td></td>
<td>PAY TO PARKS -Poupolo&amp;Dulin-Plowing</td>
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<td>$13,000.00</td>
<td>$2,294.81</td>
<td>$15,294.81</td>
<td>$52,311.17</td>
<td>81%</td>
</tr>
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<td>2/10</td>
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<td>$37,985.11</td>
<td>86%</td>
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<tr>
<td>2/9 &amp; 2/12/2017</td>
<td>PAY TO PARKS -Putnick&amp;Poupolo-Plowing</td>
<td></td>
<td>$13,000.00</td>
<td>$2,692.50</td>
<td>$15,692.50</td>
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<td>92%</td>
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<td>4/7</td>
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<td>4/21</td>
<td>PAYPERIOD</td>
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<td></td>
<td>$14,000.00</td>
<td>$1,243.72</td>
<td>$15,243.72</td>
<td>$21,470.30</td>
<td>104%</td>
</tr>
<tr>
<td>4/30</td>
<td>5/5</td>
<td>PAYPERIOD</td>
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<td></td>
<td>$14,000.00</td>
<td>$1,243.72</td>
<td>$15,243.72</td>
<td>$20,387.30</td>
<td>103%</td>
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<tr>
<td>5/14</td>
<td>5/19</td>
<td>PAYPERIOD</td>
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<td></td>
<td>$14,000.00</td>
<td>$1,243.72</td>
<td>$15,243.72</td>
<td>$21,470.30</td>
<td>104%</td>
</tr>
<tr>
<td>5/28</td>
<td>6/2</td>
<td>PAYPERIOD</td>
<td></td>
<td></td>
<td>$14,000.00</td>
<td>$1,243.72</td>
<td>$15,243.72</td>
<td>$21,470.30</td>
<td>104%</td>
</tr>
<tr>
<td>6/11</td>
<td>6/16</td>
<td>PAYPERIOD</td>
<td></td>
<td></td>
<td>$14,000.00</td>
<td>$1,243.72</td>
<td>$15,243.72</td>
<td>$21,470.30</td>
<td>104%</td>
</tr>
</tbody>
</table>

Note: The table above represents the payroll for the 2016-2017 fiscal year. Each entry details the date, pay period, vendor, item, encumbered amount, adjustment, final encumbered amount, and unencumbered amount along with the running percentage.
FY18 BOARD OF A&T BUDGET WORKSHOP SCHEDULE

Workshop 4/3/17 7:00 p.m.
2000 Public Safety & Emergency Services
2100 EMS Commission
2200 Fire Marshall
2400 Fire Department
2300 Animal Control
2500 Police Department

Workshop 4/3/17 8:00 p.m.
3600 Engineering
3500 Public Works Director
3700 Tree Warden
3200 Highways & Bridges
3300 Road Repairs
3800 Recycling Program
3900 Sanitation

Workshop 4/6/17 7:00 p.m.
4100 Board of Education

Workshop 4/11/17 7:00 p.m.
600 Inland/Wetlands
700 Economic Development Commission
800 Economic Development
900 Planning & Zoning
1300 Conservation Commission
1800 Zoning Appeals Board
4800 Municipal Property Maintenance
5800 Community Development
3100 Building Department

Workshop 4/11/17 8:00 p.m.
4400 Library
1000 Recreation
1400 City/Town Clerk
1600 Senior Center
2700 Youth Service Bureau/CAP
FY18 BOARD OF A&T BUDGET WORKSHOP SCHEDULE

Workshop 4/18/17 7:00 p.m.
100    Administrative Office
200    Employee Resources
300    Legislative
400    Board of Ethics
1500   Public Employees Appeals Board
500    Elections
1100   Probate Court
1900   Legal-Corporation Counsel
1700   Drug & Alcohol Commission
2900   Public Health

Workshop 4/18/17 8:00 p.m.
4600   Utilities
5500   Purchasing
5300   Assessor
5400   Tax Collector

Workshop 4/19/17 7:00 p.m.
1200   Elected/Appointed Officials
4500   Debt Service
5200   Management Information Services
5600   Public Risk Management
5700   Accounting & Control
0000   Revenue
6100   Miscellaneous
6200   Capital Spending
6300   Vehicle Funds
9900   Contingency Accounts

Workshop 4/19/17 7:30 p.m.
6500   Outside Agency Contributions

Workshop 4/24/17 & 4/25/17 7:00 p.m.
Final Board of A&T Review

Workshop 4/27/17 7:30 p.m.
Board of A&T Regular Meeting