CALL TO ORDER/PLEDGE OF ALLEGIANCE
Chairman Cris Balamaci called the Board of Apportionment & Taxation to order in the Auditorium at 7:00 p.m. All those present rose and pledged allegiance to the Flag of the United States of America.

ROLL CALL
Chairman Cris Balamaci, Board of A&T- Present
Karen S. Battistelli, Board of A&T- Present
John Belden, Board of A&T- Present
Joe Knapik, Board of A&T- Present
Louis Dagostine, Board of A&T-Present
Adam M. Heller, Board of A&T – Not Present

Alderman John F. Anglace, Jr., President of Board of Aldermen – Not Present
Alderman Eric McPherson- Vice President of Board of Aldermen - Present
Alderman Lynne Farrell- Not Present
Alderman John “Jack” Finn- Present
Alderman Stanley Kudej- Present
Alderman Noreen McGorty- Present
Alderman Jimmy Capra - Present
Alderman Anthony Simonetti- Present

ALSO IN ATTENDANCE
John Cook, Inland and Wetlands Chairman
Fred Ruggio, Economic Development Commission Chairman
Paul Grimmer, Economic Development
Edmund Conklin, Zoning Appeals Chairman
Chris Batusic, Municipal Property Maintenance
Charleen Deflippo, Commission Development
Margaret Domorod, City Town Clerk
Doreen Laucella, Senior Center Director
Shawn Sequeira, Police Department Interim Chief
Silvia Rodriguez, Youth Service Bureau Advocate
Tom Harbinson, Conservation Commission Chairman

600 Inland/ Wetlands
Cris Balamaci: You’re figures is the same as the mayor’s recommendation?

John Cook: Correct.

Joe Knapik: The year to date actual list is $24,000 and it is incongruent with the other figures that are given under part time employees, just give some reconcile there?

John Cook: The party time staff is actually shared between the Inland Wetland office, Community Development office and the Planning and Zoning office. In my budget I provide for funding for approximately one-third of that time and during my absence (short term disability) at some point it should switch over to one of those other two accounts. I’ve been in contact with Melissa Immorato to go through that so they can make the adjustments to pull the funds from the other departments rather than cumbering Inland Wetlands for an entire year. We only budget for one-third and simultaneously the staff works for the three departments. The role originally was part time for my department but then it folded into the development of others. But instead of having three part time staffers, each with their own funding, is a matter of having that proper trigger to get.

Cris Balamaci: And you get from the board for A &T for different departments?

John Cook: Yes and it should be reflected in the next print out you get from accounting.

Louis Dagostine: From the audit it looks like you gave back less than $10,000, so your budget was pretty stuck on last year, but question of some revenue line items, what you expected last year versus this years, 01-000-341.26-00 Wetlands certificate fees and below that .027 permit fees, below that .28 miscellaneous Wetland fees, those are your entire department? I notice on the permit fee, they year to date is just $175 but you budgeted $35 the year before that?

John Cook: Yeah when I do the revenue I use the first 6 months and when an application comes in before my board they pay an application fee, but the permit fees are not due until they actually complete the project. If they find the project is approved and just sitting out, they do not require permits fees until the commence the activity. Sometimes with Planning and Zoning actions and appeals there can be quit sometime in-between application and the permit fees. The applications have been low in the last couple years.

Louis Dagostine: We read about all these developments some involving Wetlands, some not. Do you expect pocticulatly, involving your department in respect to fees and plummets?

John Cook: One of the things we side storm the local agencies from what these regulations was also state and federal programs and we see things and record engineers, and when development propels is looking at a series weapon activities they will try to avoid the other engineers at all cost and the benefit is you have less weapons impact.

700 Economic Development Commission
Fred Ruggio: For this year the change is that we have a dollar increase, the end report is being worked on now. We had a struggle with location purchase orders that have gone through, and there is room for the distribution of planning for to approve and go through the process.

Louis Dagostine: Looking at the audit, the Economic Development committee was short $15,000 from last year, do you know there was a negative balance?

Fred Ruggio: The difference we have is working with Shelton life, and as an exception this year, because of staffing problems and getting some information through and that’s usually about $8,000 an issue.

800 Economic Development

Paul Grimmer: We essentially have one line item, its pretty much our Economic Development that we under take on behalf of the town, our budget is $457,000 and about $100,000 comes directly from the city through these line items, its been pretty consistent over time. Last year it was $100,000 the practice has always been “ask for a little more than you got the year before.” They year prior the mayor increased the budget by $5,000. Primarily we get funding from four sources, private contributors, foundations, the city and through our grants and that primarily covers our budget.

Joe Knapik: What are some examples of professional services?

Paul Grimmer: What we do is we handle all of the grant administrations for the City of Shelton; hiring engineers to do the work down at the chromian process, making sure the grants are appropriately accounted for through the various departments. Over a course of a particular month it’s a cost of $8,300 then we cover the balance out of other budgets.

Jack: Why does the budget keep going up every year?

Paul Grimmer: We have brought on more staff. Alitta has been with us 17-18 years with increase there, we have brought on clerical staff, we work on multiple projects at a time where it used to be project by project. Now they just keep rolling through. We’ve been cut before and we do the best we can with that.

Jack Finn: When will the Wooster Street Rail Road Crossing be opened?

Paul Grimmer: That is up to the Mayor, right now we are getting to the end of the Canal Street, we got a 2 million dollar grant from the state and the city maxed out at one million dollars, that money will go into roadery construction, and underground utilities and various other things. By the end of this current fiscal year, we’ll be fully expended in that so I expect the Wooster Street to come out on the next block of funds.

Jack Finn: Our fire trucks do not go down a one way street. In order to respond to fire on Canal Street they need to go all the way to the farmers market and down and around, if that road is one way in from Howe Avenue, it would work better.
**Paul Grimmer:** our goal is to complete the engineer for Wooster st in balance with canal street. I know the indication has been one way, to see if it works both ways, I would be surprised but the engineers of that road will have plenty of time to debate that.

**1800 Zoning Appeals Board**

**Cris Balamaci:** The request matches up with the Mayors.

**Ed Conklin:** Yes I requested $1400 more through the increase in number of hearings I’ve had over the last year. That was for advertising which is shorter this year because the year before it was money that was suppose to be for the 15-16 year that was allocated to this year which changed our budget.

**Joe Knapik:** Does advertising main include the newspaper?

**Ed Conklin:** Yes and I chopped that down by excluding the white space they kept adding. It cut the budget down about 20%.

**Louis Dagostine:** For the revenue line item 341.20-00 Board of Zoning Board of Appeals fees, the budget is for $5500, talking about uptick in activities, do you result that in more fees for the board?

**Ed Conklin:** I don’t set that price, its set by the accounting department, based upon what they’ve seen in the past and what they expect. The application for residents is $160 for commercial its $350, and you don’t know how many of each well get.

**Louis Dagostine:** With the eval that went on, is your office seeing appeals based out of evaluation?

**Ed Conklin:** We come out of state statutes 824, were a multiple appeals board that’s government / state. All the fees are application fees. We have to work with the regulations of the Zoning Board and appealing the decisions of a zoning officer.

**4800 Municipal Property Maintenance**

**Joe Knapik:** Under building maintenance, its $15,000 over again would there be inflammation? shouldn’t there be an increase?

**Chris Batusic:** No, we’ve been going good the past years.

**5800 Community Development**

**Joe Knapik:** is Paul Hiller in Charge? Regular payroll requests $67,000 can you explain?
Charleen Deflippo: No I am in charge, I am the employee and we have one other part time employee, so I really do not have an increase in my budget.

Louis Dagostine: I have a question in revenue, there is a line item for blight fund but I assume that’s your department. Zero was budgeted last year, this year mayors recommendation was also zero, your data shows three dollars. I’m guessing it was a typo?

Charleen Deflippo: Its hard to expect what we will bring in. There is a daily fine of $50-100 a day. Our goal was not to fine the people and we don’t project how many people we bring in. But I just brought in $15,000 the other day. So I don’t know where the 3$ came from.

Louis Dagostine: Do you advertise?

Charleen Deflippo: Once in a while well do an article with Shelton life, what we usually do is well send a letter to someone to let them know what they are in violation of, they have 30 days to correct or at least start to correct their violations. We work with them if they need extensions or have hardships. It’s a few times people get fines because they do not cooperate. We have an enforcement officer (me). We also have an ordinance and it’s our job to enforce the ordinance.

1400 City/ Town Clerk

Cris Balamaci: There were no disrepmencies?

Joe Knapik: Who provides indexing services? What’s indexed?

Margaret Domorod: Right now we have ACS but we are looking at other companies. They provide all the software and change as needed and there is a tech support to do updates as needed also. When we record the records we scan them in, then index them so every transaction for that property will come up. The cost is $4.32 per document that we take in, there are some added cost for storage etc. It is $53 for the first page and $5 for any additional papers.

Joe Knapik: The index service shows you recommended $75,000 but only spent$ 23,000 last year. What was the need for the surplus?

Margaret Domorod: We really cannot estimate. It’s hard to predict how many documents we will end up receiving.

Anthony Simonetti: Is your Contract per page or for $40,000? Do they provide back up? Do we charge attorneys, etc to make a copy?

Margaret Domorod: We say the proposal is 42.30 per document. They do provide back up and they are excellent. The charge to make copies is $1.00 per page for every copy.

Louis Dagostine: Is there plan to put the records online? Based on the numbers your department gave back $173,000 last year (one third of the budget) I know it has to do with employees. What positions are filled? Any plans to hire?
Margaret Domorod: Yes it is in the works and the software company would set it up. We have a senior records clerk, two full time records clerk, and two part time clerks. We are open 5 days while other offices are open 4 days a week so we make our schedules so we coordinate to work.

1600 Senior Center

Doreen Laucella: Were just to capacity. Our parties/events are at 175, the peak we could possibly have. We probably service between 300-400 people a day. I was disappointed in the budget a little bit, but its the way things and the economy are. It appears the budget does not allow for full time, the reason for the inflammation in my budget is because I was incorporation full time as well as part time staff. I’m going to ask for raises for all my part time people for their hard work. There are only five of us for the building and we are a team. We have to increase the kitchen, we are feeding about 80 people a day, we do all our own menus and cooking, a meal is about $3 per person. We also have an exercise program and all our rooms end up jammed packed. We do charge $25 for residents and $50 for non-residents for the exercise classes. In the past year we have probably gained at least 1,000 people. Our parking lot is full every single day. But I do need help with my kitchen and my staff.

Jim Capra: Are you suitable for wheelchairs?

Doreen Laucella: Yes, we are a one floor facility, we also provide transportation for wheel chairs too.

Louis Dagostine: On your snack bar receipts you are way over budget, for revenue side you are projecting higher totals, we’ll go with the lower amount?

Doreen Laucella: Yes. The snack bar brought in $15,000 already which isn’t showed in front of you today.

Joe Knapik: Snack bar, programs, fitness class these three items have surpluses

Doreen Laucella: When I presented it to the mayor we picked $18,000 dollars but it needed more so we borrowed the money from the city and once we collect the fees we give back to the city. We charge out of towners more. It’s $4 for Shelton residents and 10$ for out of towners.

2500 Police Department

Shawn Sequeira: We have one officer graduating the academy this year to make 53 sworn officers.

Joe Knapik: Do you have an idea how much money the police department plans on returning to the City?
Shawn Sequeira: This budget isn’t much different from last years. The increase for this year is $307,000 which comes from the regular payroll. So maybe about one million will be returned. The goal is to have the extra money but not to use it.

Jack Finn: You have a total of 72 officers shown here but your actual number comes down to 60 and you have 12 employee difference. This isn’t the first time it’s happened. I would like to see you spend more and fill all your positions. You have one patrol car on Bridgeport ave so if something were to happen you would have to pull someone else in, correct?

Shawn Sequeira: That all depends. We are an accredited police department. We are one out of fourteen in Connecticut this year we plan on being in tier 1,2,3 for the full accreditation, the state came in and audited everything and the state is saying we are in the top 14 police stations. I don’t want you to think we are lacking anything.

Joe Knapik: You have 5 patrol officers, one in school right now. You anticipate on any retirees?

Shawn Sequeira: We have one coming this July 1st. Just to give you an idea were down five, one of the goals is I want everyone who is certified as a police officer to do police officer work. Currently we have 5 starting on administrative duty, we probably have 12 officers. I can make adjustments between administrative work and patrol. I do what I have to make the most. I believe we will have a chief and a deputy chief. The process of hiring is long and we don’t always take people, they need to go through the polygraph and interview and academy. Getting a spot in the academy is also tough. It’s probably $ 5-6,000 process to hire. We are competitive enough to bring officers from other towns to be hire (in good standing).

Louis Dagostine: The $300,000 increase in payroll line item, for positions filled?

Shawn Sequeira: Yes those are filled positions. The pensions for those on the job longer are increasing. It is pretty much similar to last years, just payroll went up.

Karen Battistelli: What about the money for the fire range?

Shawn Sequeira: We had a pipe that bursted in the fire range that we had to fix.

Silvia Rodriguez: I’m paid as a part timer but am doing both. It’s going well, we are very busy with a lot of programs, and there are so many different things. Two leadership programs, one at the high school with 26 volunteer leaders and 20 at the middle school. The kids go to the younger schools and once a month give a health class on the effects of drugs and alcohol.

Joe Knapik: The record of payroll the expenditures are zero, can you explain?

Silvia Rodriguez: That’s the directors salary and we do not have a director. There are no capitol requests either. I have a lot of great part timers and I ask for a little increase there.
1300 Conservation and Commission

**Tom Harbinson:** The mayor recommended what we requested.

**Louis Dagostine:** Regarding the audit, last year’s budget was right on, it shows year to date 0 on regular payroll, are you paid commission?

**Tom Harbinson:** Out conservation commissioner Theresa Gallagher is currently a part time staff person, there was talk of full time but that has not been administrated so the dollar amount requested is zero and the finance takes out of part time employees. On the clerk line item is the clerk, she does all our minutes. I am just a volunteer. Community garden comes under our budget, some minor expenses come out of there, such as hoses, garden supplies, etc. We have two community gardens at this point with 30 plots, both with a waiting list.

**Joe Knapik:** What are some land improvements that have been done?

**Tom Harbinson:** We have a good group of volunteers who maintain our trailers, and two old guys who will go out and training safety, the recreation path along lane street along the woods was redone over the winter. A lot is donated and a lot of volunteer work.

**Louis Dagostine:** Are you consulted when land purchases come onto the agenda?

**Tom Harbinson:** Often happens, we do speak about it. We try to give our opinion. If we have a piece of property we think is important we reach out to the land owner and talk to them about what their plans are, the city would like to purchase this land, but we do not want to interfere with the cities negotiations. We want to give advice to individuals. There is a lot of land to preserve though but we won’t buy a piece of parcel just to prevent a project, but there are appropriate parcels of land to be preserved. The charter that’s required a dedication to an open space trust account, I would you all the revisit the ordinance, it’s been very helpful for many years in obtaining the funds to purchase open space, when the time comes up. I know we exceed that total on average over the years. Year after year it’s not happening so let’s change that.

**ADJOURNMENT**

Chairman Balamaci MOVED to adjourn at approximately 9:00 pm. SECONDED by Louis Dagostine. A voice vote was taken and the meeting was adjourned.

More in-depth meeting discussions are held on tape in the City Clerk’s Office.

Respectfully Submitted,

Ashley Conklin, Clerk