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 – Not Present
John Belden - Present
Joseph Knapik - Present
Louis Dagostine - Present
Adam M. Heller - Present

Also in Attendance
Paul Hiller, Finance Department
Leon Sylvester, Animal Control
Francis Jonses, Fire Chief

AGENDA ITEMS

Cris Balamaci moved to move the Presentation of Budget for the Board of Alderman up first; seconded by Joseph Knapik; a voice vote is take and the motion passes 5-0.

Presentation of Budget

Cris Balamaci: I would like to thank you all for coming this evening. We, the Board of A and T would like the Board of Aldermen to carefully consider our recommended amendments to the Mayors Budget for FY 2017/18.

I would like to personally thank the members of the board of A and T for their tireless efforts during this month’s budget workshops and for their dedication in keeping the city of Shelton aligned with continuing to provide good services to the residents of Shelton at reasonable costs.

The Board of A & T would like to thank the department heads that attended the workshops to support their proposed budget requests. It is strongly recommended that all department heads attend this once-a-year budget process to assist the Board of A&T in budget change justifications. Unfortunately many did not participate in this process resulting in the inability to interview and question the department heads to have a comprehensive understanding of their requests and needs.
Considering the fact that the State of CT has not finalized their budget, the Board of A&T addressed the 2017-18 budget in our traditional capacity during these difficult times at the State level.

We are recommending 18 line item changes for the BOA to review (see attached)- the total savings ($538,574) with these recommendations be moved to the BOE budget. With that being said, the Board of A&T realizes the importance of continuing to support the BOE and look to the BOA to assist in funding the BOE to continue to move towards excellence in our school system.

We agree with the Mayors current proposed budget of $123,331,031 and a mill rate decrease from 22.31 to 22.21.

We welcome any questions with regards to our recommendations. Thank you!

**Paul Hiller**: Tomorrow morning we will do the various line items, you said there are 18 line item changes, and we will get that to the board of Aldermen and the Mayor based on your recommendations.

**Cris Balamaci**: We voted and the vote was 4-2, Joe Knapik and John Belden both vote, the rest of us voted yes.

**John Anglace**: I would like to thank the board of A&T for your timely presentation on the budget, we also thank you for the time that you spent putting together the recommendations, with the state’s budget it’s impossible to know where we are going. When I schedule the board of aldermen meetings, it ends on May 31st, the last day possible because in my discussions with Jason Perillo he indicates to me that there’s nothing on the table up there, even as this moment. The governor’s proposal isn’t acceptable to us (local level), we can’t seem to get anything to work with so that’s a working process. I don’t know how anyone (local level) sets budget these days, hence why we are waiting. Everyone realizes the board of education cannot exist without a budget. We can’t base off last year’s budget, this year is very unique and we are up against it together.

**Paul Hiller**: I Second what the Board of Alderman says, he said were in it together along with 168 other towns and cities, the appropriations and finance committee were supposed to come up with budgets on Tuesday but that did not happen. One of the difficulties that every community these days, how do you set the tax rate if you don’t know a major component? We are exploring a couple of different options.

**John Anglace**: At the end of May those tax bills are going to go up, unless a miracle happens.

**Approval of Minutes**

**Joseph Knapi**: Under Approval of minutes there is one statement I do not recall saying and ask to be stricken from the record which stated “. The two month salary was received the night of the 2.23.17 cancelled meeting, not enough time.”

**Joseph Knapi moved to strike the third to last sentence, of the first paragraph, under Approval of minutes starting with “the two moth salary” from the March 23rd, 2017**
meeting minutes; seconded from John Belden. Adam Heller abstains from vote; voice vote is taken and the motion passed 4-0.

Lois Dagostine moved to approve the amended meeting minutes from the March 23rd, 2017 meeting; seconded by John Belden. Adam Heller abstains from vote; voice vote is taken and the motion passed 4-0.

**Reports:**

A) Contingency Account Report- Report is Attached
B) Transfer Report- Report is Attached

**Joseph Knapik:** These transfers were given by means of cell phone instead of paper. At 7:15pm we were supplied with the agenda and the corrected transfer requests and the monthly summary, just before the meeting, not enough time for the members of the Board of A&T to review these documents and make a sound decision. So once again I need to protest the timeliness and lack of completeness with the lack of materials being provided by the accounting office.

**New Business:**

A) Request from Animal Control to Transfer $15,000 from Animal Control Receipts to Regular Payroll and Transfer $5,500 from Food and Bedding Supplies to Veterinarian.

**Leon Sylvester:** We’re doing pretty good, we only have 5 dogs right now and about 10 cats, a good week. (talking about the $15,000 transfer) food and vet bills, essentially what happened this year, both of these approvals are just because we took Derby’s money basically out of our budget and then the transfer is from the Derby money for the payroll coverage now, to cover until the end of the year. Essentially the food budget, we have a lot of different things, were doing a big promotion this weekend at the Hops company over in Derby to raise money, we also get stuff donated from cleaning spas, food, kennel supplies, I don’t want to take money donations, we want people to do actual purchases of things we can use. By doing this we can use whatever surplus we have, were fixing a few animals that we have had for a long period of time that have things what are above and beyond to fix in a shelter, but we have lined up adoptions if we fix them. The cost of keeping is the big thing so hopefully we’ll get a few out.

**Cris Balamaci:** The transfer must go to the Board of Aldermen (to Transfer $15,000 from Animal Control Receipts to Regular Payroll) it’s not a part of 2300, we can’t do the transfer. We can’t do inter but we can do intra, so we can do the second one.

**Leon Sylvester:** Just a clarification so everyone understands, what we did with Derby, we reviewed their activity which was a third of our activity, so we took a third of our costs that we had and that’s how we made the first year contract, they want to renew. They will be contributing also.
Cris Balamaci moved to table the Request from Animal Control to transfer $15,000 from Animal Control Receipts to Regular Payroll to the Board of Alderman; seconded by Louis Dagostine. A voice vote was taken and the motion passed 5-0.

Louis Dagostine moved to approve the request from Animal Control to transfer 5,500 from Food and Bedding supplies (001-2300-519.40-13) to Veterinarian (001-2300-519.30-13); seconded by Adam Heller. A voice vote was taken and the motion passed 5-0.

B) Request from Police Department to Transfer $88,000 from Regular Payroll to Part-Time Payroll and Transfer $186,000 from Regular Payroll to Overtime Pay/ Call Back.

Paul Hiller: The Fire Marshal is at the High school right now. The Police Chief is at a graduation ceremony for our newest officer that starts tomorrow, up at the state police academy in Meriden so he’s not back either. So we table them.

Adam Heller moved to Table the request from Police Department to Transfer $88,000 from Regular Payroll to Part-Time Payroll and transfer $186,000 from Regular Payroll to Overtime Pay/ Call Back; seconded by Louis Dagostine. A voice Vote was taken and the Motion passed 5-0.

C) Request from Fire Marshal to Transfer $1,500 from Part-Time Payroll to Motor Vehicle Maintenance and Transfer $6,000 from Part-Time Payroll to Communication Equipment.

Adam Heller moved to table the request from Fire Marshal to transfer $1,500 from Part-Time Payroll to Motor Vehicle Maintenance and transfer $6,000 from Part-Time Payroll to Communication Equipment; Seconded by John Belden. A voice vote was take and the motion passed 5-0.

Francis Jones: We basically, end of the budget season and some of our line items are drawn right down to almost zero or went over by a few dollars so just transferring from one of our professional service accounts we have not used much of and just to keep everything balanced. If approved by the board it would leave our professional services account about $3,005 which should carry us over to July 1st.

D) Request from Fire Department to Transfer $5,000 from Professional Services to Building Maintenance, Transfer $3,000 from Professional Services to Technical Supplies, Transfer $2,000 from Professional Services to Hose and Other and Transfer $1,000 from Professional Services to Emergency Lighting.

Louis Dagostine moved to transfer $5,000 from Professional Services (001-2400-512-30-01) to Building Maintenance (001-2400-512-11-07); seconded by John Belden. A voice Vote was taken and the Motion passed 5-0.

John Belden moved to transfer $3,000 from Professional Services (001-2400-512-30-01) to Technical Supplies (001-2400-512-40-17); seconded by Lois Dagostine. A voice Vote was taken and the Motion passed 5-0.
Louis Dagostine moved to transfer $2,000 from Professional Services (001-2400-512-30-01) to Hose & Other (001-2400-512-60-06); seconded by John Belden. A voice Vote was taken and the Motion passed 5-0.

Joseph Knapik moved to transfer $1,000 from Professional Services (001-2400-512-30-01) to Emergency Lighting (001-2400-512-60-18); seconded by Louis Dagostine. A voice Vote was taken and the Motion -passed 5-0.

**Adjournment**

*Cris Balamaci:* Jane from the mayor’s office said for the photo we have to be here at 7:15pm on May 25th.

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

The meeting adjourned at approximately 7:55p.m. More in-depth meeting discussions are held on tape.

*Respectfully submitted,*

*Ashley Conklin, Temp Pro Clerk*
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$538,574 | -$538,574
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<td>Park &amp; Rec</td>
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<td>BA095</td>
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<td>Part Time Payroll</td>
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<td>001-3290-712-10-02</td>
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</table>
CITY OF SHELTON 
BOARD OF APPORTIONMENT & TAXATION 
INTRA-DEPARTMENTAL BUDGET TRANSFER

DEPARTMENT: Animal Shelter  
DATE: April 4, 2017

I respectfully request approval of the below listed FY 2016-2017 Intra-Departmental budget transfer:

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<tr>
<th>TRANSFER FROM</th>
<th>TRANSFER TO</th>
<th>AMOUNT OF TRANSFER</th>
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<td>001-0000-351.17-00 Fee Account</td>
<td>001-2300-519.10-01 Regular Payroll</td>
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<tr>
<td>001-2300-519.40-13 Food &amp; Bedding Supplies</td>
<td>001-2300-519.30-13 Veterinarian</td>
<td>$5,500</td>
</tr>
</tbody>
</table>

Reason for request: To cover end of year expenses.

Requested by: [Signature]  
Date: 4/12/17

Finance Department: I have reviewed the above and sufficient funds to complete said transfer:  
[ ] DO EXIST [ ] DO NOT EXIST  

Board of Apportionment & Taxation: The request as stated is:  
APPROVED [ ] DISAPPROVED [ ]

Chairman Date
CITY OF SHELTON  
BOARD OF APPOINTMENT & TAXATION  
INTRA-DEPARTMENTAL BUDGET TRANSFER  

DEPARTMENT: Police  
DATE: April 26, 2017  

I respectfully request approval of the below listed FY 2016-2017 intra-Departmental budget transfer:

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<thead>
<tr>
<th>TRANSFER FROM ACCT NO. – TITLE</th>
<th>TRANSFER TO ACCT NO. – TITLE</th>
<th>AMOUNT OF TRANSFER</th>
</tr>
</thead>
<tbody>
<tr>
<td>001-2500-511.10-01 Regular Payroll</td>
<td>001-2500-511.10-02 Part-Time Employees</td>
<td>$88,000</td>
</tr>
</tbody>
</table>

Reason for request: To pay part-time employees through the last payroll of the fiscal year.

Requested by:  
Acting Chief Shawn R. Sequiera

Date: April 26, 2017

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

☑ DO EXIST  ○ DO NOT EXIST  

Yael K. Unter 4/26/17

Board of Appointment & Taxation: The request as stated is:

APPROVED  ☐  DISAPPROVED  ☐

Chairman  
Date  


CITY OF SHELTON
BOARD OF APPORTIONMENT & TAXATION
INTRA-DEPARTMENTAL BUDGET TRANSFER

DEPARTMENT: Police  DATE: April 26, 2017

I respectfully request approval of the below listed FY 2016-2017 Intra-Departmental budget transfer:

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<thead>
<tr>
<th>TRANSFER FROM ACCT NO. – TITLE</th>
<th>TRANSFER TO ACCT NO. – TITLE</th>
<th>AMOUNT OF TRANSFER</th>
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</thead>
<tbody>
<tr>
<td>001-2500-511.10-01 Regular Payroll</td>
<td>001-2500-511.10-07 Operations Overtime</td>
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</table>

Reason for request: To cover overtime costs through the last payroll of the fiscal year.

Requested by: [Signature] Acting Chief Shawn R. Sequeira

Date: April 26, 2017

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

[ ] DO EXIST
[ ] DO NOT EXIST [Signature] 4/26/17

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

[ ] APPROVED [ ] DISAPPROVED

Chairman Date
CITY OF SHELTON
BOARD OF APPORTIONMENT & TAXATION

INTRA-DEPARTMENTAL BUDGET TRANSFER

DEPARTMENT: Fire Marshall’s Office DATE: 4-25-17

I respectfully request approval of the below listed FY intra-departmental budget transfers:

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<th>TRANSFER TO:</th>
<th>AMOUNT OF TRANSFER</th>
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<td>00122005121002</td>
<td>00122005126005</td>
<td>$6000.00</td>
</tr>
</tbody>
</table>

Reason for Request:
1. To cover repair costs until end of fiscal year.
2. Needed/reported to replace out dated police radio with one that will combine police and fire dept.

(Please use reverse side if additional space is needed)

Requested By: ___________________________ Date: 4-25-17

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

[Signature]
Finance Director

[Signature]
Date

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

APPROVED ___ DISAPPROVED ___
CITY OF SHELTON
BOARD OF APPORTIONMENT & TAXATION

INTRA-DEPARTMENTAL BUDGET TRANSFER

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<tr>
<th>DEPARTMENT: Fire Department</th>
<th>DATE: 4/25/17</th>
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<tbody>
<tr>
<td>I respectfully request approval of the below listed FY:</td>
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</table>

<table>
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<th>TRANSFER FROM:</th>
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<td>Professional Services #001-3400-512-30-01</td>
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<td>Professional Services #001-3400-512-30-01</td>
<td>Hose &amp; Other #001-3400-512-60-06</td>
<td>$2,000</td>
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<td>Professional Services #001-3400-512-30-01</td>
<td>Emergency Lighting #001-3400-512-60-18</td>
<td>$1,000</td>
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Reason for Request: ____________________________

(Please use reverse side if additional space is needed)

Requested By: Fran Jones Date: 4/25/17

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

[ ] DO EXIST [ ] DO NOT EXIST

Finance Director Date: 4/26/17

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

[ ] APPROVED [ ] DISAPPROVED
CITY OF SHELTON
FIRE DEPARTMENT
Office of the Fire Chief
54 Hill Street, Shelton, Connecticut 06484
(203) 924-1555 • Fax (203) 924-5939

To: Board of A & T
Cc: Finance Director Paul Hiller
    Board of Fire Commissioners
From: Fire Chief Jones
Re: Budget Transfer Requests
Date: 4/18/17

______________________________

Director Hiller & Commissioners,

I would like to propose the following, due to the expectation of shortfalls in the following line item accounts within the Shelton Fire Department.

**Account # 11-07 – Building Maintenance** – Due to continued building maintenance and service required.

I am proposing a transfer of **$ 5,000 from Professional Services 30-01**. To cover this request this budget year.

**Account # 40-17 Technical Supplies** – Due to current shortage to coverage within this line item.

I am proposing a transfer of **$ 3,000 from Professional Services 30-01**. To cover this shortfall and any incidentals during the remaining of the budget year.

**Account # 60-06 Hose & Other** - Due to current shortage to coverage within this line item.

I am proposing a transfer of **$ 2,000 from Professional Services 30-01**. To cover this shortfall and any incidentals during the remaining of the budget year.
Account 60-18 Emergency Lighting - Due to current shortage to coverage within this line.

I am proposing a transfer of $1,000 from Professional Services 30-01. To cover this shortfall and any incidentals during the remaining of the budget year.

After reviewing and transferring the $11,000 in funds from the Professional Service Account 30-01, I will have sufficient funds still available to cover any anticipated costs within that line item till the next budget year.

Please contact me, if you have any questions.

Thank you,

Francis Jones  
Fire Chief  
Shelton Fire Department  
(203) 892-5131  
f.jones@cityofshelton.org