

BOARD OF ALDERMEN
SHELTON, CONNECTICUT
Special Meeting – FINANCE COMMITTEE
Thursday, September 27, 2012

Call to order / Pledge of Allegiance:

Finance Committee Chairman Stanley Kudej called the Special Meeting to order at 5:40p.m.

Roll Call:

Finance Committee Members:

John F. Anglace-present
Anthony Simonetti-present
Stanley Kudej-present

Others Present:

Thomas Taylor, Personnel Director

Pledge of Allegiance:

The pledge was dispensed with because it had just been said at the BOA meeting that preceded this meeting.

Public Portion:

*Judson W. Crawford
8 Jordon Avenue
Shelton, Ct. 06484*

Mr. Crawford brought up a list of proposals that he wanted to make before the new Board of Apportionment & Taxation Finance Board starts its meetings.

On the Report that is delivered to all the members of A&T and the Board of Aldermen; corrections are needed to be made. There should be a report done by the Board of A&T and submitted to the chairmen of the Finance Committee of the BOA so that he and his committee can sit down and look at it and see if these corrections need to be done.

- 1- The report shows that the Public Safety Committee part-time has expended fifty percent of their budget as of 9/20/12.
- 2- Youth Service is overspent by \$96.00. Any departments that are overdrawn should have a letter submitted by the Finance Department. No paperwork has been received by the Board of Apportionment & Taxation Finance Board.
- 3- Highways and Bridges part-time account 40-34; they added \$1,572 to the budget line item instead of it being deducted. Right away the budget is out of balance.

Purchasing printing and advertising account; added \$643 to budget, and equipment maintenance under purchasing added \$656. These line items are out of balance.

The Board of Education has a figure showing expended \$924,099 but as of last night's Finance meeting the Board of Education has actually expended \$10,008,587. Mr. Crawford stated that he contacted the department head of Purchasing. Payroll isn't correct. The department head told Mr. Crawford that he would have to do some research. Also, under Purchasing equipment should be \$4,795 and it shows \$3,440 on the report. These are Questions that should be brought up at the Board of A & T, written down, and submitted so they can look them over and research them.

Mr. Crawford stated that he found too many accounts overdrawn. The initial figure accounted for \$290,400. Mr. Crawford found another \$148,000 over that number. He further stated that the auditors concurred and wanted to do more checking. Mr. Crawford also told the board that if the A&T didn't want to look into it then he would do it himself.

Alderman Anglace pointed out that there was a monthly budget run for September 30th. This document was just received. This is the first monthly budget run since the problems arose in the Finance Department. We need to get the auditor involved to look into these issues brought up by Mr. Crawford.

Mr. Crawford asked the board if they wanted to know if there are any line items in the revenue section that received more than 100% of what was budgeted. The BOA Finance Committee would like to review the expenditure and revenue sides for correctness and have the auditor get into it with the people in finance. We will provide the auditor with the information provided by Mr. Crawford.

1. APPROVAL OF MINUTES – SPECIAL FINANCE COMMITTEE MEETING – AUGUST 23, 2012

A motion was made by Alderman Simonetti to move to waive the reading and approve the Finance Committee Meeting Minutes of August 23, 2012. The motion was seconded by Alderman Anglace. All were in favor.

2. OCTOBER STATUTORY REFUNDS

A motion was made by Alderman Simonetti to move to recommend to the Full Board that the report of the Tax Collector relative to there fund of taxes for a total amount of \$2,702.12 be approved and that the Finance Director be directed to make payments in accordance with the certified list received from the tax collector with funds to come from the Statutory Refunds Account 001-0000-311.13.00. The motion was seconded by Alderman Anglace. All were in favor.

3. FUNDING FOR VALLEY COUNCIL OF GOVERNMENTS

A motion was made by Alderman Simonetti to move to recommend to the full Board to appropriate \$3,000 for the Valley Council of Governments Regional Plan of Conservation and Development with funding to come from Contingency General Account #001-9900-900.99-00. The motion was seconded by Alderman Anglace. All were in favor.

4. MERIT SYSTEM INCREASES

Tom Taylor, the Personnel Director, made a presentation concerning the Merit System Increases.

Pursuant to section 5.6 of the Merit System Personnel Rules each fiscal year he is required to come before the Board and establish the salary increases for the non-union employees. In August a package was sent to the President who reviewed it and gave input to Mr. Taylor about the contents. The Mayor directed Mr. Taylor to work with the President on this matter. Mr. Taylor is proposing that the Merit System Employees receive a 1.75% salary increase for the 2012-2013 fiscal year.

Schedule A (enclosed) was completed in support of this increase recommendation. The data used to support this document came from the Department of Labor. The specific area looked at was the Consumer Price Index (CPI) for the Northeast Urban area for all urban wage earners and clerical workers. To further support this data Mr. Taylor used the CPI rates for June 2011 and June 2012. He then added a 0.25% increase to the 1.5 consumer price index rate arriving at his 1.75% recommendation. The maximum cost of the salary increase will not exceed \$20,860. This is based on the current annual Merit System salary totals of \$1,192,015.

Increases in salary would be distributed by merit, not uniform increases. It is possible that not all workers would receive an increase. The actual job grade increases are listed in enclosure #3. They are listed by position, not by individual.

In addition to the wage increases Mr. Taylor is proposing to make changes to both the minimum and maximum wage schedule for all classes in fiscal year 2012 -2013. There have been changes made to the maximum wages earned but there have been no changes to the minimum wages earned since 2001. Mr. Taylor is recommending an increase of 2% to be made to the maximum wage schedule for all job classes and a 2% increase be made to the minimum wage schedule for all job classes. This information can be found in enclosure #4. Notice that a 40 hour worker in job grade one doesn't reach the required minimum wage under the current system.

Section 5.2 of the Merit System and Personnel rules requires annual review of the current salary schedule and if the merit increase recommendation is approved Mr. Taylor recommends that the BOA uses the provided motion.

A motion was made by Alderman Simonetti to move to recommend to the full Board to increase the total compensation for non-union Merit System Employees by an amount not to exceed \$20,860 which is to be allocated pursuant to Section 5.6 of the Merit System and Personnel Rules, effective July 1, 2012.

Alderman Simonetti further moved to recommend to the full Board to amend the Merit System Maximum Wage Schedule for all Job Classifications for non-union employees by increasing the dollar rates by two percent (2%), effective July 1, 2012 and,

Further, Alderman Simonetti moved to recommend to the full Board to amend the Merit System Minimum Wage Schedule for all Job Classifications for non-union employees by increasing the dollar rates by two percent (2%), effective July 1, 2012. The motion was seconded by Alderman Anglace.

Discussion:

Alderman Anglace asked Mr. Taylor if "classification" in Enclosure #3 is the same as "job grade" in Enclosure #4. Mr. Taylor replied that "classification" and "job grade" are the same. Alderman Anglace stated that they would use "job grade" in this discussion. Alderman Anglace further asked why job grades 1-4 are needed if there are no employees in these job grades. Alderman Anglace also noted that job grades 1-4 are below the minimum wage requirement. Mr. Taylor replied that there may be future need for these job grades. There was discussion about how these jobs were affected by minimum wage and full-time versus part-time hours.

The motion was voted on. All were in favor.

5. Motion to Adjourn

A motion to adjourn was made by Alderman Anglace at approximately 6:05 p.m.

Alderman Simonetti seconded the motion. All were in favor.

Respectfully Submitted,

Kim Anglace

DATE APPROVED: _____ BY: _____

Mark A. Lauretti

Mayor, City of Shelton