

SHELTON BOARD OF APPORTIONMENT AND TAXATION MINUTES

SHELTON BOARD OF APPORTIONMENT AND TAXATION -APRIL 26, 2018
AT 7:00 P.M. CITY HALL, RM 104, 54 HILL STREET, SHELTON, CONNECTICUT

The regular 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
John A. Belden Jr. present
Michael Gaydos present
Steven Guralnick present
Joseph Knapik present
Michele Laubin present

ALSO IN ATTENDANCE:

Ronald Herrick Jr. – Parks and Recreation
Christopher Potucek – Building Maintenance
Joan Stokes – Library System

APPROVAL OF MINUTES

Michele Laubin moved to approve and accept the minutes from the March 22, 2018 regular meeting, seconded by Michael Gaydos. A voice vote was taken and the motion passed unanimously.

REPORTS

Contingency Account reflects an expenditure of \$7,500.00 for the Derby Shelton Civil War Memorial approved by the Board of Alderman on April 12, 2018. Unspent balance is \$21,711.00.

The Intra-Departmental transfers show activities from 1/25/18 through 3/22/18 by the Board of Apportionment and Taxation.

NEW BUSINESS

Michael Gaydos moved to approve the request from Parks and Recreation Department to transfer from Regular Payroll (001 1000 622 10.01) to Meetings, Travel, Conferences (001 1000 622 11.05) in the amount of \$675.00; seconded by Michele Laubin. A voice vote was taken and the motion passed unanimously.

Discussion: Mr. Herrick explained that the Aquatics Director attended a week long class held in New York to acquire new teaching certificates along with instructor rating. He stated that there were funds in the account to pay for the registration and this would be to pay for lodging and food.

John A. Belden Jr. moved to approve the request from Building Maintenance to transfer from Heating Fuel (001 4800 716 4016) to Overtime Pay (001 4800 716 1007) in the amount of \$3,000.00; seconded by Joseph Knapik. A voice vote was taken and the motion passed unanimously.

Discussion: The request is to cover cost of remaining fiscal year for call outs after hours and for emergency repairs.

Steven Guralnick moved to approve the request from Library to transfer from Electronic Databases (001 4400 621.40-54) to Equipment Purchase (001 4400 621.60-24) in the amount of \$5,366.00; seconded by Joseph Knapik. A voice vote was taken and the motion passed unanimously.

Discussion: Ms. Stokes explained that the copier at the Huntington branch is more than nine years old. They have used TGI previously and are satisfied with their customer service and their product. The purchase includes lifetime warranty and service and they will pick up and remove the existing Ricoh MPC2050 unit, clear the hard drive and recycle the unit. Coverage is all inclusive for the full term of the agreement. This includes all on-site service calls, help desk support and remote diagnosis. Parts, drums, toner and developer; everything but paper and staples. A lease rather than purchase was investigated but the purchase of the unit was the better choice. Further, upon review of the Electronic Databases line item purchases, Ms. Stokes indicated that she reduced the costs by reassessing which databases are being utilized in the library.

Adjournment

John Belden Jr. MOVED to adjourn, SECONDED by Michael Gaydos. A voice vote was taken and the MOTION passed unanimously.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,
Karen Kemmesies
Recording secretary