



MINUTES OF BOARD OF A&T BUDGET WORKSHOP
7:00 PM Tuesday, March 1, 2011
SHELTON CITY HALL
54 HILL STREET
Auditorium
SHELTON CT 06484

Roll Call

Board of A&T:

Chairman, Mark Holden
Chris Besescheck
Judson Crawford
Faith Hack
Charlotte Madar
John Zikaras

Board of Aldermen:

Alderman John Anglace
Alderman Lynn Farrell
Alderman John "Jack" Finn
Alderman Stanley Kudej
Alderman Noreen McGorty
Alderman Eric McPherson
Alderman Anthony Simonetti (excused)
Alderman John Papa (excused)

Others Present:

Thomas Taylor, Administration, Mayor's Office
Pete Pavone, Registrar of Voters
Atty. Thomas Welch, Corporation Counsel
Marge Domorod, Town Clerk's Office
Kathy Ramia, Shelton Senior Center
Julie Penry, Youth Service Bureau
Sally Schwaller, Youth Service Bureau
Karen Spargo, Public Health
David Beardsley, Public Health

Call To Order/Pledge of Allegiance

Chairman Holden called the meeting to order at 7:00 p.m. in the Auditorium with the Pledge of Allegiance. He welcomed everyone to the first meeting of several

interview sessions of the Joint Meetings for the Board of Apportionment & Taxation and the Board of Alderman. As a brief administrative note, Alderman Simonetti contacted him, and he has been excused from this evening's meeting because he has a conflict. Chairman Holden noted that both the BOA & the Board of A&T are volunteer boards and there are a lot of meetings packed into this month so there are going to be some conflicts and everyone should understand that.

Chairman Holden indicated that when they get to a line series, if you are here to address that particular line series, please come up to the table to be seated. They will allow up to five minutes for a brief presentation. This is a good time to address anything that you feel needs to be addressed; for example, if your budget was not submitted with the recommendation from the Mayor as you had requested. At that point they will turn it over to questions from the BOA and the Board of A&T.

Chairman Holden began by introducing Tom Taylor from the Mayor's Office, who addressed the Administrative Office line series (-0100).

-0100 ADMINISTRATIVE OFFICE

Thomas Taylor, Administrative Assistant, indicated that he oversees a number of budgets. In particular the Administrative Budget (-0100) which covers predominantly the Mayor's Office and other administrative functions within City Hall. Another budget that he would like to cover would be the -0300 Legislative budget for the BOA. The third budget would be the -0200 series which would be Employee Resources and then the -0400 series would be the Board of Ethics with only one entry. Lastly, he'll cover the -1500 line series for the Public Employee Appeals Board with only one entry.

Chairman Holden asked Mr. Taylor to concentrate on the -0100 line series first. He asked if anyone from the BOA or the Board of A&T had any questions on the -0100 line series.

Alderman John "Jack" Finn, BOA asked Mr. Taylor to reference page 1-09 of the Budget Workbook. The amount requested was for \$883 and the current year's request was for \$883. However, when added it only comes out to \$517.50

Mr. Taylor asked if he was speaking about Line Item #50-04 Dues & Subscriptions.

Alderman Finn responded yes. He indicated that in looking at the current year's operating budget proposal, the current year's was \$882.50. He just wondered if he had looked at the wrong page when the figures were submitted.

Mr. Taylor responded that on the original that he sent forward on January 10th, he showed that what he requested was \$517.50. He indicated that he made a mistake and it didn't update. It is a spreadsheet and he thinks that he didn't have it tied in.

Alderman Finn asked if the correct amount would then be \$517.50.

Mr. Taylor responded yes, \$517.50. Chairman Holden stated that it would really be \$518 because they round it out.

Alderman Finn stated that he had another question on that same page, #1-09 regarding the Fairfield County Business Journal, two years for the best rate of \$100. His question is that last year they had the same information and now it was the current fiscal year with the same information – Fairfield County Business Journal, 2 years for best rate – he asked if they were now on the 2nd year or the 1st year.

Mr. Taylor responded that he let it go but they kept on sending it to them, and then the rate was going to go up for a 2-year subscription. They were still receiving it. Finally, he got a call from them and they offered him a deal for \$60, and he took it last week for a one-year subscription. He will have to make any adjustment anyway to this line item.

Alderman Finn asked if he would be reducing it by \$40 then. Mr. Taylor responded that he would probably reduce it by more. He has not updated the subscription, because he feels that he has the information for free on the Internet for personal management services as well as personal law services. Right now he doesn't have any intention in paying either one of those, unless he is ordered to. The other item up at the top is actually the Wall Street Journal that he was able to get for \$105. In the past, the City paid nearly \$400 in order to have it in the hard copy format as well as the Internet access. So he got a deal with the same and again, he nearly let it lapse and they sent the subscription last issue notice. Then they called and he got a deal.

Alderman Finn indicated that he had one last question on that same page. He stated that in the current fiscal year, they are paying for the mandated health benefits for COBRA and it is not going to be included in the proposed budget. He asked if that was going to fall underneath another department or have they decided not to renew it.

Mr. Taylor responded that he went to Robin Skowronski because of the cost of the document. She said that is required to post any information on the Net that they would need. He gets bombarded with different orders for this and that, and he did not see the benefit. The other thing he asked her was if they ever used the document and the answer is "no" because they usually go to the easiest thing

and look it up on the Internet. Plus the Internet is usually more up-to-date. He will update it because it has changed within the last week.

Alderman Finn thanked Mr. Taylor for his responses.

Chairman Holden asked if there were any other questions on the -0100 line series.

Judson Crawford, Board of A&T asked a question regarding Dues & Subscriptions. Last year there was a proposal of \$883 to be expended under a budget line item. To date, they have only expended \$2.00.

Mr. Taylor responded that last week, he used his personal credit card to go on the Internet and buy the Wall Street Journal and he guesses that he has not been reimbursed as of yet. He knows that he has to go and research that.

Faith Hack, Board of A&T asked about line item #59-39 Public Communications. She was just requesting a rationale because last year he requested \$8,000 and, if she recalls correctly, last year he had \$15,000 and it was never spent. And this year, he has requested \$8,000 and he's been given an additional \$7,000 for a total of \$15,000. She wanted to know the rationale on that.

Mr. Taylor responded that he asked for \$8,000 to cut it in half to save a few dollars. However, he went back and did some research based upon the documents that Sandy Nesteriak had left and there are times when they may have to contact the public to put out information on this or that. It would require a lot of documentation such as an emergency. As an example, he indicated that on line item #80-90 West Nile Virus City Wide Program, he didn't put any money but at the time that they did have the West Nile Virus, they had to put out documentation, warnings and other information to the City. So he was advised not to recommend a total elimination of the line, so he just cut it. The Mayor is more familiar with certain things that have happened over time, so he thinks that he just left the \$15,000 in there.

Faith Hack responded thank you; she just wanted that rationale behind it.

Chairman Holden asked if there were any other questions on the -0100 line series.

Judson Crawford asked Mr. Taylor if he could live with the proposal that he originally recommended for \$8,000.

Mr. Taylor responded that it was what he originally recommended but he would have to say that the Mayor knows best on this line item.

-0200

EMPLOYEE RESOURCES

Chairman Holden asked if there were any questions from either Board on the - 0200 line series. He stated that he had a question on line item #80-53 Unemployment Compensation. The request was for \$33,000, and the Mayor cut it to \$12,000. In looking at the historical data, it looks as though that one bounces around a bit. He asked what his best current estimate is as to what he will actually need in that.

Mr. Taylor responded that there are basically two major unemployment compensation issues that hurt the City on this current budget. They both came from the Police Department. As far as his methodology, he used historical data. If he would carry this out for the rest of the year, it would support the \$33,000. He doesn't expect to have a year like he had on the City standpoint. Of the two claims that he ended up having on this, one he challenged and they won, but there were other issues that were appealed to the Mayor and the Chief of Police. One of the understandings is that he would not challenge the unemployment case, and that cost them somewhat, and they probably would have had a lawsuit from it. He stated that is why he left one of the claims alone.

Mr. Taylor indicated that the other issue was regarding an individual that worked in the Police Department as a dispatcher who left the City to go on to work in a position for the Federal Government. For some reason, that particular job did not work. He didn't even have a chance to go to a hearing, and they were told that they would have to pick up 2/3 of that. In addition, they had changes at the Federal Government level that expanded the number of weeks and risk as far as unemployment is concerned. He thought that they had a pretty good year aside from those two particular claims on the City side.

Chairman Holden indicated that his question was what is his gut reaction – is the \$12,000 going to be enough?

Mr. Taylor responded that he believes it will be.

Judson Crawford, Board of A&T, asked about the #20-15 Contract Pensions account, he noticed that last year it still has the 8% for the salary for the Mayor. He asked if this includes the Chief of Police at .750%.

Mr. Taylor responded no, it does not.

Judson Crawford asked if they were required to come up with the funds for that anymore.

Mr. Taylor responded not on this budget, and he did ask about that. He believes that he is going to be a part of the MERAP Program but he is not absolutely, positively sure; however, he did ask this because last year he left that on the

budget. He went and checked on this. He should have left a note; he knows that he owes them an answer on that.

John Zikaras, Board of A&T asked a question regarding #79-17 Volunteer Appreciation Day. He noticed that they continue to carry the \$5,000 but it has been a few years since they've actually taken a day and shown appreciation for the volunteers. He asked if this was going to be held over again in anticipation of perhaps getting a day for the volunteers.

Mr. Taylor responded that it is his opinion that they should do that. It looks like he has a concurrence, and he'll push for it.

Alderman John Anglace, BOA responded that it is his understanding that they don't have to push for it. The Fire Department is supposed to put that together and run it, and they haven't; that is why no money has been spent out of it. He guesses it is because there have been changes in the key positions in the Fire Department and they just didn't get around to it. He asked the question, and that is what he was told. The Fire Department is in charge of setting it up, running it and so forth, but it just didn't happen.

Chairman Holden added that if you go back far enough, that was actually a JC's project. When he first joined, they had a Volunteer Appreciation Day and it was held at Warsaw Park. He thought it was a wonderful project and he doesn't know why the JC's didn't run it again, but perhaps the Fire Departments took it over. He thinks it is a worthwhile endeavor. The work that these volunteers put in is worth far more than \$5,000 to them. He asked if there were any other questions.

John Zikaras responded that he had another question. He asked about #80-72 Substance Testing and if he could assume that it is driven by new full time hires.

Mr. Taylor responded no, there are regular and random samples that do go on. Some of these have not hit yet, and their billing isn't the best as well. However, they get the results whether it is yeah or nay.

Alderman Finn asked Mr. Taylor, and he wasn't sure if this was a fair question for him because he's new up in the Mayor's Office, but in the past two years, Employee Resources has returned \$641,732 to the City. Just in this past year, the book shows that Mr. Parker returned \$413,979. Is there anywhere else in that line item for Employee Resources where cuts can be made.

Mr. Taylor responded that he looked through three years where he thought that they could – some of it is driven by numbers and some of it is driven by the number of hours. For example, on Contracts #20-19 where they have flexible spending, it was recommended that he keep it. For those who know about flexible spending accounts, in some respects they have to offer it, but last year they didn't have anyone sign up for it.

Faith Hack, Board of A&T asked if he gets that through ADP. (inaudible)

Mr. Taylor responded no through the Benefits department.

Faith Hack asked if it's through Payroll and if they pay every month for that.

Mr. Taylor responded yes, they pay every month into it but it put as a target to have at least 10 individuals who go into it. This would be an account where, for example, they don't cover braces but they could throw money into that and then save money because there is tax advantage to paying for things like braces.

Chairman Holden stated that in looking at the clock, he wanted to remind everyone that they are running a little late. He asked if there were any other questions on the -0200 series.

Faith Hack indicated that she had one more question on #20-08 Group Insurance. It occurs that there is not very much of an increase. She asked if they know what the group insurance is going to cost because in looking at the budget last year, it was about 3.1 and it's about the same. There wasn't much of an increase in that and she doesn't think they are going to give it to them for a reduced price.

Chairman Holden asked if they were rebidding that.

Mr. Taylor responded that they had their first meeting last week and of course, the first meeting is always doom and gloom. They will be having some changes into the program. When he asked for Robin's recommendation, she made the following recommendations based on what figures she has, but that was before they had the meeting with Smith Brothers last week. They have another follow-up on March 8th, and he was reluctant to put any other figures in there right now.

Faith Hack commented that it is only about \$20,000 which historically and (inaudible).

Chairman Holden stated that as a practical matter, they never have the real number until after the Board of Aldermen get it.

Faith Hack responded that they usually put something in there because this is a valid budget, she asked where they will find the money if they need it.

Alderman Anglace stated that he wanted to make an observation. He wanted to make them aware that everybody should be paying attention line item #20-04 Police Pension Contributions. Throughout the entire State of Connecticut, their Police Department is in the MERAP (Municipal Employees Relations Act Pensions) and they'll notice this year that they are jumping from \$533,000 up to

\$810,000. Alderman Anglace indicated that a couple of things have happened, disturbing things he added, but they are happening all over the State. They may have seen newspaper accounts in Stratford. What's happening is that their pensions are predicated upon retiring with the last 2 or 3 years of service – whatever you make is averaged and a percentage of that is taken, and that's what you retire with. There are many cases throughout the State of people who are retiring at salaries higher than what they were earning when they working. Stratford has a number of them and they just recently hit the newspaper. What this does is that when the actuaries sit down and go through and determine the salaries, they project a percent of that and determine what it will cost. Well, this year, the percentage that they were paying was 8% on every hour of salary. Overtime is included, private duty, everything is included, and they are paying 8% on that. This is the State law – if you get in that program. The State runs it not them, and they just have to suffer the consequences. So this year, their percent went from 8% to 13 ½ % and that isn't the only fly in the ointment.

Alderman Anglace continued that halfway through the year or at some point, they get a bill for (inaudible) and the account went from \$500,000 to \$800,000. He thinks it is something that they should keep their eyes on because if he is the only one that knows this, if he steps down or leaves, someone else needs to know what is going on. When the actuaries look at the experience of the year, and see it that it didn't work out as planned, then they have to kick in another \$155,000, cold cash up front right now. And that is what they got hit with this year. This is going to get worse before it gets better unless the State changes the law, and he doesn't look to them to change the law. He asked everyone to keep their eyes open for ways that they might deal with this.

-0200 **LEGISLATIVE**
-0300 **BOARD OF ETHICS**
-1500 **PUBLIC EMPLOYEES APPEALS BOARD**

Chairman Holden asked if there were any other questions on the -0200 line series, Sensing none, he moved onto the -0300 line series, Legislative, and asked if anyone had any questions. Sensing none, he indicated that he would move onto the -0400 line series, Board of Ethics and asked if there were any questions from either Board. Sensing none, Chairman Holden moved onto line series -1500 Public Employees Appeals Board and asked if anyone had any questions. There were no questions and the Chairman thanked Tom Taylor for his time.

Chairman Holden moved to the next line series -0500 Elections.

-0500 **ELECTIONS**

Pete Pavone and Alderman Jack Finn represented the Registrar of Voters office. Mr. Pavone stated that they reduced some areas and reallocated those funds to

areas that they have been hit with by the State regarding printing of ballots, which is now in their court, and maintenance of equipment, which is now in their court.

Chairman Holden asked if he had anything that they are concerned about in the Mayor's budget.

Mr. Pavone responded #30-07 Printing and Advertising. They don't want to have another Bridgeport. This year, they started out with \$8,000 and they wound up with the primary spending \$15,000 just for ballots. They ended up going over and the net was about \$14,000, but because it is a Ward election and not a 6-District election, the turnout won't be as great as it was in 2010 and 2011. They dropped it to \$13,000 and that is cutting it very close. He asked that they take a look at that \$9,000 because they really need more than that.

Alderman Jack Finn stated that there is a possibility of a presidential primary as well in February of 2012 and they are going to need the money for the ballots.

Chairman Holden responded that he understands that historically, they have not budgeted for primaries.

Alderman Finn commented that no, they never did.

Chairman Holden asked if it wouldn't make sense to consider it in some cases such as a presidential where it is pretty likely that there is going to be a primary for at least one party.

Alderman Finn responded that he and Pete Pavone have sat down and discussed this. They acknowledge that the time that the referendum in question will be coming up, they are going in front of the BOA prior to the primary and requesting the funds.

Alderman Anglace commented that he thought that was a good approach. They'll be able to see a lot clearer what they anticipate, know what the requirements from the State are going to be, which aren't solidified at this point.

Mr. Pavone indicated that the General Administrative and Election Committee sitting in Hartford right now still has laws on the books relating to the mechanical machines. So, as John indicated, they are still in a state of flux and it continues to be in a state of flux even looking forward. They don't know what kind of enlightenment will come from Hartford.

Alderman Anglace responded that one thing is for sure, they aren't going to pay for their ballots.

Mr. Pavone added that they also found out that the machines are going to be due for replacement in couple of years because the life expectancy on them isn't what it was on the mechanical machines. It was 34 years for them and they were even still running when they got rid of them. These new machines have a 5 – 7 year life span and they have memory cards.

Mr. Pavone indicated that there is another added expense, because years ago they didn't have to have a session with all the moderators and assistant registrars to test out the machines because it was done the day before the election. Now they have to test out the memory cards to make sure that they are programmed correctly. So they have to come in for at least 6 hours about two weeks before the election and that adds to commissary and other costs.

Chairman Holden commented that they are saying the line item for Printing and Advertising at \$9,000 is not enough. Their initial request was for \$13,000. He asked if they would be sticking with that \$13,000.

Mr. Pavone and Alderman Finn responded yes.

Faith Hack, Board of A&T indicated that she knows that there were issues last year in terms of the elections and their requests for funding because they were short. However, she asked what the rationale was behind returning \$15,226 to the City.

Alderman Finn responded that he believes it was because they were asked not to spend any money out of their account until the end of the year.

Faith Hack commented that they really needed those things and needed that money. They came to the Board of A&T last year as well for similar things.

Mr. Pavone stated that \$15,000 seems awfully high.

Faith Hack responded that it is in the audit report. She asked if they weren't getting their purchase orders signed.

Mr. Pavone responded that last year in April or May – he said not to spend any money.

Alderman Finn added that he meant that for any department in the City. He stated that anything over \$100 requires a purchase order and, if the Mayor approves it, then they can go out and purchase it.

Chairman Holden asked if there were any other questions on the -0500 line series for Elections. Sensing none, he thanked them for their time. He moved on to the -1100 Probate Court and asked if Fred Anthony was present.

-1100 PROBATE COURT

Chairman Holden stated that Fred Anthony is not present.
Alderman Anglace stated that he only has \$11,000. If he wants something, let him come to us.

Chairman Holden stated OK and asked if there were any questions then for the -1200 line item Elected/Appointed Officials. He noted that Sharon was not here and she was going to do the paperwork. He moved on to the -1900 line item Legal Counsel.

-1200 ELECTED/APPOINTED OFFICIALS

No representation

-1900 LEGAL – CORPORATION COUNSEL

Atty. Thomas Welch, Corporation Counsel was present to answer any questions.

Chairman Holden stated that the Mayor agreed with his budget request. Atty. Welch responded yes.

Chairman Holden asked if he had any comments. Atty. Welch responded no. There were no questions for the Legal Counsel. He thanked Atty. Welch for his time.

-1700 DRUG AND ALCOHOL COMMISSION

Chairman Holden asked if Mary Casalveri present. She was not present.

-2900 PUBLIC HEALTH – PCRC AND VALLEY HEALTH DISTRICT

Karen Spargo, Valley Health District acted as representative for the #2900 line series.

Chairman Holden moved onto the -2900 line series for PCRC and Valley Health District. He noted that the amount that they get is set by statute so they don't have a lot of quibbling.

Alderman Anglace asked if it was set by statute or was it set by Valley Health.

Karen Spargo responded that the formula is set by statute but the budget is set by Valley Health.

Alderman Anglace asked if their budget was based on a per capita rate.

Ms. Spargo responded yes, it is. The per capita rate is set by their Board according to a formula from the State.

Chairman Holden asked if she had any opening remarks.

Ms. Spargo responded no, but she introduced her Business Manager, Janet Gardette, and Dr. Dussenschlager (sp?), Budget Chair this year. She thanked the Board for their support in the past and looks forward to serving again this year as their local health department.

Chairman Holden stated that they had a small increase from last year which he presumes is the per capita going up or their costs going up or maybe some of each.

Ms. Spargo responded yes, and their population going up. It went down last year and went up this year by 308 – she doesn't know where those people are but...

Alderman Anglace asked who provides the per capita numbers.

Ms. Spargo responded that the State does.

Alderman Anglace commented that they have to check and double-check the State because he doesn't know where they get those numbers. They probably get them from Washington, from census statistics or something because those numbers are not reliable.

Ms. Spargo responded that they agree with him.

Chairman Holden asked if there were any other questions from either Board for the Valley Health District.

Alderman Finn indicated that he just wanted to make a comment to them. He approached them back around November about a water problem in Elizabeth Shelton School and an odor that was coming from the hot water. He stated that Mr. Rogers did a fantastic job. He stayed on top of that and stayed on top of the BOE and they found out what the problem was. The water tanks just have to be replaced now, and he hopes the BOE replaces them but he wanted to thank them for staying on top of that.

With no other questions, Chairman Holden moved ahead to -1400 for the City Clerk.

-1400 **CITY TOWN CLERK**

Chairman Holden asked Marge Domorod had any opening statements.

Marge Domorod, Town Clerk, responded that her budget is pretty much the same as it was last year. Their revenue should be pretty much the same but if anyone has any questions, she'll be glad to answer them.

Charlotte Madar, Board of A&T asked if she thought there was not going to be many hunting and fishing licenses.

Ms. Domorod responded that the thing is that people can get their hunting and fishing licenses on line now. They have a State computer in their office and they issue them when people come in. The traffic has not been what it previously was because people can just go online now.

Charlotte Madar asked if they get charged online.

Ms. Domorod responded yes, they have to provide a credit card number except for individuals who are over the age of 65 – theirs are free. However, with people over 65, the licenses are free but any permits such as deer, turkey or anything else have to be paid for. That is why it is a little bit less than it has been.

John Zikaras, Board of A&T, asked if she was continuing to fund the same amount for dog licenses.

Ms. Domorod responded yes. John Zikaras asked if that was also a revenue item.

Ms. Domorod responded yes, it is and it has stayed pretty much the same. She added that their Records Preservation is the same and that is the grant that they receive from the State Library, and that is pretty much the same. She anticipates that it will be \$6,000 again this year. They got new shelving for the vault and she invited everyone to drop in to see how nice they look. They preserve their vital books and this year they desperately needed the shelving.

John Zikaras asked if she anticipated running out of room and if they are looking for additional space.

Ms. Domorod responded that in the vault - if they come in and look at the shelves, they should last them a couple more years. They have triple shelving now so she hopes that they have enough shelves.

With no further questions on the -1400 line series, Chairman Holden thanked Marge Domorod for her time.

-1600 SENIOR CENTER

Chairman Holden asked Ms. Ramia if she had any opening remarks or concerns about the budget.

Kathy Ramia, Director, Shelton Senior Center stated that the only changes that they will see are on page 16-06; they have a part time bookkeeper now. The Assistant Director/Bookkeeper position is still not filled. In October, they hired a part-time bookkeeper at 15 hours/week so that is an addition to their Part Time. Everything else has really stayed the same. She believes that the only other increase was in the Membership Fees; it went from \$95/year to \$145/year.

Chairman Holden stated that in looking over her budget request, it looks as though she is not getting the kitchen helper that was requested.

Ms. Ramia responded yes, that request has always been made by the Commission. It is something that even her predecessor was trying to do. They are really feeling the pinch in their kitchen. A lot of their help in the kitchen is done by volunteers, and those volunteers are now in their 80's. The new generation of seniors coming in really doesn't have that volunteering need right now. They have two young men that come from Alternative Ed at Shelton High School and they come on a daily basis. They help clean up after lunch. They are a big help and this is coming into the second year that they've had them. The senior volunteers help prep for the lunches that they serve everyday and they, because of their age, help serve the lunch but they are limited to what they can do now. The lunch program is very well-received by their membership. A lot of them are single people and take that as their hot meal of the day and it is at a reasonable cost to them.

Alderman Finn commented that the Mayor has increased her budget by \$8,612 this year over the current year's budget. Their books show that the Senior Center has returned \$219,268 in two years.

Ms. Ramia responded that they did submit purchase orders but they were not approved. They haven't had the floors done. She recalled that as most everyone knows, the Senior Center was almost completely renovated because of the flood so there are new tile floors and new hardwood floors. They have not been sanded or refinished since they were put in. They requested it and were told that probably someone from the City would take over that because they don't have the equipment such as buffers. Their floors are basically washed and dry mopped. They did have a gentleman from the Police Dept. come over once and buff the tile floors, linoleum not ceramic. Years ago, every year the hardwood floors were stripped and resealed and the linoleum tiles were stripped and rewaxed, but they have put in for that and the PO's were denied.

Ms. Ramia stated that they put in for maintenance on the outside of the building; grounds keeping were always done by Fred Monahan. They would put in PO's and they were denied. They have some young men from the City come and clip the bushes when they get a chance.

Ms. Ramia commented that they have put in for certain repairs but the purchase order will go up and they aren't signed by the Mayor. They've been told that at some point, someone from the City will come and make those repairs and refinishes. They continue to put them in though because at some point they may feel that they are too short staffed and then maybe then they can go and have it done.

Judson Crawford, Board of A&T stated that in the #10-02 Part Time Employee, account, she requested \$68,978 and the Mayor reduced it to \$45,000 which is a difference of \$23,978. He asked where she felt it would be cut in that line item.

Ms. Ramia responded that the part time kitchen help which they have submitted in the past. The Mayor has always denied that. The increase is the new bookkeeping position. When the Assistant Director position was not filled, the part time receptionist hours were increased from 25 hours to 32 hours to help with things that absolutely have to be done for the Center. So that is an increase there. She commented that they were hoping that at some point, they may get kitchen help.

Chairman Holden indicated that she has the kitchen help down for 20 hours a week. Is that something where if you got a portion of that, it would be something that you could utilize?

Ms. Ramia responded yes, 20 hours is for 4 hours a day. They would appreciate any help that they could get. The part time bookkeeper went from a 35 hour position down to 15 – when she comes in, they try to get as much work done as possible. They would take anything they could get for kitchen help – just to prep the food. They do have servers; at times, she'll serve the meals herself, if they don't have a volunteer that day. Everyone feels that it is such an important part of the Senior Center and to the members.

Chairman Holden indicated that he also feels compelled to bring up the cleaning supply fairy. Every year, their budget shows about \$400 for cleaning supplies. This is the most that he has ever seen spent in this account – so far to date, they've spent \$6.00. Someone must have picked up a bottle of Windex.

Ms. Ramia responded no, it was stainless steel cleaner. Those were things that she did as Assistant Director/ Bookkeeper, and not having anyone in that position, some things have fallen to the wayside. And also, there was a point where their purchase order system was down for two months. She is just working with what she has.

Chairman Holden commented that what he is thinking that they never see expenses for it, but he's sure that they're getting them from somewhere. Presumably, the seniors aren't shoplifting them for you.

Ms. Ramia responded oh no, that they have some stuff - like paper towels are now included with the snack bar.

Ms. Ramia responded yes, some things they still have in stock.

Alderman Anglace stated that a few years back, they reacted to the auditor's comments about the snack bar and how the money was handled. He believes that they set up a system whereby the money came in and it was deposited – he doesn't remember exactly – but it shows up as an expense and it also comes up as a revenue source. They aren't covering the revenue at this time, but he wanted to know if that system was still active and still working and can they match up the numbers. They don't want to fall prey to going back to what the auditor did not recommend.

Ms. Ramia responded that this was set up to show that they have \$22,000 in their snack bar account. That is what is allocated to them. Every month, they turn in "x" amount of dollars, whatever is collected from the snack bar to the Finance Department. They make the deposit to the General Fund. Nothing is shown here for the money that they turn in.

Alderman Anglace stated that it should show on the Revenue side. He added that he didn't see anything on the Revenue side.

Judson Crawford commented that the Revenue side is on Page 3. He told him to look down at Senior Center Receipts and Senior Center Snack Bar.

Ms. Ramia added that she keeps track and when she was the bookkeeper/assistant, she created a lot of these reports showing what was transferred to City Hall and what the expenditures were to City Line, National Paper, Polar Beverage, etc. She always had a running total of what the expenditures were to coincide with what was transferred to the snack bar. So they are given \$22,000. They may not spend the whole \$22,000, but what they need to do is give back what they spend because they don't make any profit.

Alderman Anglace stated what is on the expenditure side is also on the revenue side. It's a wash and that is the way it is supposed to be.

Chairman Holden indicated that so far it doesn't appear that it's a wash for this year, and actually if her cleaning supplies are showing up in there instead of the Cleaning Supplies line item that will tend to make the Snack Bar line look worse. Personally, for a couple of hundred dollars, he doesn't really care, but...

Ms. Ramia responded yes, and that is what the Mayor has said that – if they are within 10 -15%. If they aren't exactly on line, he said he had no difficulty with that. There was a large amount in December because when the system was

down, they didn't have the ability to do purchase orders, and when they finally did them, they had an accumulation of invoices.

Ms. Ramia stated that at one point they had to go out to bid for City Line and they had to go out for bid on Valley Transit. She had to make a presentation here one night to explain why they actually did not go out to bid because there was no other transit company in the Valley that would bid against them. Mr. Sullivan did go out to bid for City Line, but nobody sent bids in so they had about a month and a half of not being able to order anything.

Chairman Holden asked if there were any other questions for the Senior Center.

Judson Crawford asked about their vehicle. It must be getting on in age.

Ms. Ramia responded yes they did put it in last year, but the Mayor said that it is old but the mileage is low. He said that they could make do with that. They went to Curtis-Ryan last year to get a price for a new vehicle. She thinks it was about \$24,000.

Judson Crawford commented that from her presentation this evening, the one thing that is bothering him the most is that the floors and other parts of the building aren't being maintained so that they are looking at a spotless condition. If those floors start going downhill, the City is going to have to look into more of an expense to replace them. He suggested putting a little bit in here to take care of them at least bi-monthly. It is more of a presentation to the seniors, too.

Ms. Ramia responded that the floors are washed all the time but they haven't been stripped and re-waxed. That was something that had always been done every year to bring the sheen back up.

Judson Crawford asked if there was no money for that.

Ms. Ramia responded that they have put in purchase orders for that and the Mayor has said that he is going to have someone from the City do it. They did have a man come from the Police Dept. who came and buffed the floors but he did no waxing. The custodian washes the floors everyday though. The wood floors are dry mopped. Since the floors have been replaced, they have not been stripped or treated with polyurethane.

Chairman Holden commented that it would be worth looking into the lifespan of polyurethane finish because they want to take care of them. Funds for that should be in the budget.

Ms. Ramia responded yes, they are in the budget, but they aren't allowed to use them.

Sensing no other questions for the Senior Center, Chairman Holden thanked Kathy Ramia for her time. He moved on to the -1000 line series for Recreation.

-1000 **RECREATION**

Ron Herrick, Parks & Rec. stated that he didn't have any opening comments but would answer any questions that they have.

Chairman Holden stated that one of the changes that he noted was the reduction in the #11-01 Mileage account. He asked if he was OK with that.

Mr. Herrick responded that yes, he has a vehicle now. He still included the mileage because people borrow it. He got it because they couldn't park it here. If they send it up there, he can use it but he doesn't know what will happen next year. If he has the vehicle, that's fine.

Chairman Holden indicated that #40-03 Field Supplies was reduced by \$4,255.

Mr. Herrick responded that could be questionable. They may have to cut back on some fertilizer and stuff like that. If it gets really difficult, he may have to come in for a transfer.

Charlotte Madar asked if the \$30,000 was enough this year.

Mr. Herrick responded that it is going to be close. Spring is coming and that is going to be their busiest time. He believes that they have spent \$18,000 in that account. He corrected himself and stated that with encumbrances, it's about \$14,000 that he has spent through this last week.

Chairman Holden stated that #60-27 Recreation Equipment for the Community Center – he asked for \$12,500 and the Mayor cut it to zero.

Mr. Herrick responded that he has put in for bonding. They had \$14,000 and he put in for \$12,500. The only thing possibly with that account – he thinks it would be helpful to have \$3000 -\$4,000 because sometimes they might just need two folding tables and as long as he gets them, he doesn't care where it comes from, but it just seems a little odd to him to use bonding for a \$90 item – and that type of thing comes up quite often. For bigger equipment, if they want to bond that is fine but he's thinking about the smaller \$100 items.

Faith Hack commented that she agrees with him that it doesn't make a lot of sense because a lot of dollars are returned, not necessarily by him, at the end of the year. So why go and bond for something like that when they already have the money in the budget. That doesn't make a lot of sense.

Mr. Herrick stated that with the Full Time and Part Time accounts (#10-01 and #10-02) – they have had the custodial employees at the Community Center under the Parks & Rec for approx. 4 years. For this upcoming budget, they met with the Building Maintenance and Custodial Department and the Mayor because they are going to give them back to where they feel they belong so there is a change there. One full time custodian is not going to be in their Full Time budget and \$78,000 in the Part Time is lower and given it is over to the Maintenance/Custodial Department. Their Commission put in one new full time employee for a Park Maintainer and that is not presently in their budget or funded.

Alderman Anglace asked what department they were going to.

Mr. Herrick responded that they were going back to Building Maintenance. They have the custodians for every building – Police, Senior Center, etc. – they gave the Community Center custodians to him too. He terminated every one of them over the last 3 years. They have a whole new crew and it is working much better now. They are custodians and they should be working for the Custodial Department. Everybody agrees on that now and that is why they have the change in those two accounts.

Alderman Finn asked (inaudible)...In going through the Sports and Leagues #80-06, he can see that the American League football has gone up, Flag Football has increased but once you get to the Men's Basketball and Baseball and Women's Softball, the numbers begin to decrease. He asked if there was any reason why they were decreasing.

Mr. Herrick responded that it could be a lot of different factors. The main one being that the number of participants affects the number of games and the number of officials that have to be paid. Obviously, football is more expensive than basketball with the equipment and things and they have three football leagues in town and they will probably still have three next year. They hope it will contract to two eventually, but that is up to the parents.

Alderman Finn asked what the three leagues were.

Mr. Herrick responded Pop Warner, American Youth Football and their Flag Program. It is hundreds and hundreds of children playing football. Sports and Leagues don't fully cover any of the sports. They are just supplementing the costs. Some of them are doing well with large enrollments and they can take care of quite a few of their own costs. Some of them are smaller or newer and don't have as much activity, that is when they tend to help them a little bit more to start off.

Alderman Kudej asked if he really thought he had enough money for fertilizer, clay and stuff like that with the addition of Long Hill.

Mr. Herrick responded that it is going to be tight and they are going to have to cut back on that because they have Long Hill, Perry Hill – they may have to cut back on one application.

Alderman Kudej added that it is that plus the fact that now he is going to be asked to take care of the High School Baseball Field now too.

Mr. Herrick responded that the thing with the high school grounds is that they will get reimbursed and they pay for all materials up there. That has been their agreement and as long as that stays, then they have a chance with that figure.

Faith Hack asked if that was the Park Maintainer position.

Mr. Herrick responded no, he's talking about the #40-03 Field Supplies. Whenever they do work – they are stretched rather thin – in other towns the BOE will have their own maintenance people – but here they take care of all BOE properties. They used to have an outside vendor who took care of the properties and the costs really skyrocketed so they came to us. They try to do the work on overtime and get reimbursed but it doesn't always work out. However, the BOE does buy the product so that doesn't come out of his budget.

Faith Hack indicated that there was a Park Maintainer fee that the BOE does pay for.

Mr. Herrick responded that it would be overtime. They really can't do it when they added it to them but the problem with the overtime is that if they go up there after school, there are hundreds of children out there so they can't do anything. The other problem is that he can't always get people to work overtime. They haven't paid near the amount that they were paying to the outside vendor. The last bid two years ago for an outside vendor came in at about \$92,000. They charge about \$3,000.

John Zikaras asked, with the Lafayette School being returned to the City, has his department begun to make any plans for utilizing the indoor facilities.

Mr. Herrick responded that they have been. It is used about 6 days a week, not for a lot of hours but for now they are about 9:45 a.m. – 8:45 p.m.

John Zikaras asked if it was factored in there somewhere for next year's budget.

Mr. Herrick responded no, because it is really Building Maintenance – they take care of heat, plumbing, supplies, etc. They have had a few problems already where the heat kicked off three times. He just got a call this evening.

Judson Crawford asked about his budget statements, item #3.

Mr. Herrick responded that is not Parks & Rec, it is more or less coming from the Administration.

Judson Crawford commented that yes, he knows that but he was looking at it as something down the road that could be an improvement to the City.

Mr. Herrick responded that he believes the Rotary have enough money to purchase that and they are going to be putting it in which will be a great help to the City.

Charlotte Madar asked if he was talking about the Pavilion.

Mr. Herrick responded yes, the Pavilion. He believes they are at their goal now. The electrical service is in except for a few minor things that have to be done by the Building Maintenance department, but they use the area for their programs. It is, hopefully, one of their goals to have it up and running. He thinks that they will be at that point next year.

Judson Crawford asked about account #60-27 Recreation Equipment and #60-32 Rec. Equipment Comm. Ctr. He asked if the equipment was going to be up to par.

Mr. Herrick responded that they discussed the #60-32 Recreation Equipment Comm. Center. As they are right now in the current budget, they took that and made it a zero, but if he needs equipment there is \$14,000 in a bond account that he can use. As he already mentioned, it wouldn't be good for the small items though.

Chairman Holden commented that it was already mentioned that if you need a folding table or something, it could come out of #60-27.

Alderman Kudej asked about the new vehicles he was looking for this year too, correct?

Mr. Herrick responded yes, they spoke with the Mayor to get a new rack body with a lift and a plow. They have been doing a lot of plowing and have helped out the Highways Dept. quite a bit.

Alderman Kudej asked if it was 2 or 3.

Mr. Herrick responded they were hoping for two – it was in their capital. A Mason Dump and a Mower is what are listed for immediately.

Alderman McPherson asked how many part timers he had last year.

Mr. Herrick responded that he had a total of about 128. Some of them were 15 hours every three months but on their payroll – this includes gym attendants, boat ramp help – in the summer, he has over a 100.

Alderman McPherson commented that he notices that there is about \$40,000 less than he got last year.

Mr. Herrick responded that he just transferred \$19,000 this week. He has been getting cut about \$20,000 for the last couple of years. He believes that this year his request has been filled.

Chairman Holden commented that some of the cut in part time is the custodians that are going under Building Maintenance.

Alderman McPherson indicated that he just wanted to make sure because you just said that you were stretched thin and now there are more fields and everything else. He wants to make sure that he has enough to get everything done.

Mr. Herrick responded that with this, they should be OK.

Alderman Kudej commented that they expanded their duties tremendously, he would think that (inaudible)

Mr. Herrick responded that it is really an increase because \$78,000 has been taken away for the part time custodians.

Chairman Holden indicated that they should take a look at the income side as well because Parks & Rec generates some significant income to offset its expenses.

Mr. Herrick responded that they are only a projection but he believes that they hit their numbers every year. This year programs and classes are down a little bit but rentals are up a little bit. They still hand in a little over \$400,000 every year.

Alderman Kudej asked if he said he was using Lafayette's gym about 6 days a week.

Mr. Herrick responded yes, when it is their programs – such as basketball – he has boys and girls down there right now – they don't pay a rental fee. If they weren't there, they would be at Mohegan School or somewhere else that they could fit them. They have outside groups though – AAU, Baseball – it is not a huge amount of money right now. It's about \$300 or \$400 a week. Once they get outside in April that will probably die.

Alderman Kudej asked if there were any requests for using any of the rooms.

Mr. Herrick responded that at Lafayette, it is just the gym.

Alderman Kudej asked if they were advertising that there were any rooms available.

Mr. Herrick responded no, because there is really no furniture or anything. They have the cafeteria. He has had people contact him about using it and he referred them to the Mayor's Office. He had a church and a couple of others inquire.

Alderman Kudej commented that he knows that this town has a shortage of meeting rooms. At certain times of the year, people are scrambling for rooms.

Mr. Herrick responded that there are heat issues and things like that so he would be a little leery right now.

Chairman Holden asked if there were any other questions for Parks & Rec.

Alderman Anglace indicated that he wanted to ask a general question. He asked how he handles his money, his cash receipts.

Mr. Herrick responded that they have two safes. They have a night drop and they do deposits about three times a week. They have been going through that with Mr. Marusik. He has been up – he was up about two years ago to see how they do the receipts, in triplicate and things like that.

Alderman Anglace asked if the auditors ever came up and took a look at what is going on.

Mr. Herrick responded that they've had one come up with Mr. Marusik about 5 months ago. They gave him some paperwork.

Alderman Anglace asked if that was the extent of the oversight.

Mr. Herrick responded yes, pretty much. They have triplicates with receipts. Mr. Marusik was happy with how they do it. When they do a deposit, they log the individual, the check number, he keeps copies...He used to send all the monies to City Hall Finance but they were overwhelmed because they were at the bank all the time so now they do it and bring all the receipts upstairs. They do all their own deposits. They prefer checks. The City is talking but – Mr. Marusik seemed a little leery of debit and credit cards – something to do with the costs and the risks so they haven't done that yet.

Alderman Anglace commented they he knows that he has been doing this for a long time and the auditors have looked at it in previous years. What concerns him is not so much what he's doing but that they learn from it and if there are

other areas in the City, such as the Transfer Station – if they are collecting any money. Of course, it all steered away from there and it's coming back into City Hall, going to the City Clerk, get your stuff and say you have a ticket and that sort of thing...

Mr. Herrick responded that he knows that Charlotte has come up. They have met with the Senior Center when they were trying to change their process a little bit. He tried to help them.

Alderman Anglace commented that he is the standard for the City and they want to make sure (inaudible).

Mr. Herrick responded that they worry about bounced checks and for the amount of money that they deposit, they do OK. They get a few. They have to pay the fee and sometimes they have to chase people. There are always a few that they don't get, but for the most part they've been OK.

John Zikaras asked about the condition of the pool building.

Mr. Herrick responded that a lot of work has been done. Right now they are getting RFQ's for the interior of the pool. It has to be scraped and painted and also a little work on the ventilation. That is in the process right now. Once that is completed, their plans are to try to do this between July 15th and August 25th. They don't want to affect the high school swim team that starts right after that. At least in the summer, they have other options.

Alderman Anglace added that the details of this are contained in the Public Employee Building Committee minutes.

Mr. Herrick indicated that once that is completed, they will be raising their rates because they will have done the pool roof, the building roof and the inside. They are hoping to raise the fees in September.

Alderman Finn commented that he was at the Community Center last night and they had buckets out for rain water. He asked if they were going to be addressing the rest of the roof.

Mr. Herrick responded that they supposedly corrected that problem. There is a tower area above the elevator with a drain where they found a dead bird clogging the drain. They removed it today and now it seems to be OK. The Building Maintenance Department took care of that.

Chairman Holden thanked Mr. Herrick and commented that he does a wonderful job for the City and they appreciate it.

Julie Penry, Director, Youth Service Bureau stated that she met with the Mayor about 6 months ago about having their Youth Advocate, Silvia Rodriguez go full time. She works about 34 hours a week now so it is only a matter of one more hour. She isn't asking for any benefits. In the 12 years that she has been with them, her whole job description has changed and with the number of kids that she works with has increased in the high school alone. She really works with all her heart and soul. As a result of this and with the economy so bad, it was suggested that she be taken out of part time in the budget and put in as a full time employee and deduct the salary and work the numbers. He didn't accept it.

Ms. Penry stated that if they look at her budget form #2700-05, she had to list the current year estimate for full time employees. This includes her salary, which is union. That is what she is making this year. The amount requested would have been Sylvia's salary with the one extra hour plus her own salary per union contract. What the Mayor approved does not even cover her union contract salary. It is very convoluted and she is very confused. So that is her first problem.

Charlotte Madar asked if the \$113,000 would have been her increase, per union...

Ms. Penry responded yes, her salary with increase per the union, plus Sylvia Rodriguez, the youth advocate, as a full time employee.

Charlotte Madar commented that it looks like Mark added into the Part Time because she requested \$48,000 and he put \$80,000.

Ms. Penry responded yes, he put Sylvia back in Part Time back to 34 hours.

Faith Hack asked if she only requested one more hour for her.

Ms. Penry responded yes, she supposes that the problem is the benefits. She doesn't need healthcare.

Chairman Holden indicated that there is a proviso for a pay-back, if they don't take the benefits. It's in another line item. So if she doesn't take the benefits, then she gets some type of a payment as compensation for not taking it. So that is an additional cost in another line item that is not in her budget. He forgets what it works out to be, but some people don't need the benefits and so the City in return provides something, a thank you that costs a lot less than the actual medical insurance. If you are married and your spouse has great benefits, than you wouldn't need two policies.

Ms. Penry commented that personally, her concern was her own salary. She doesn't know if they are going to cut her or what. She doesn't understand that.

The other thing that she would like them to consider, although she knows the Mayor has made his recommendation, but in the last four years, she has lost two staff members. Their programs have increased. Sally has picked up and now does the job of two people now because Gloria retired. The Juvenile Review Board, which Sylvia has also picked up and Jim Geissler who volunteers his time to come in and help with that. They have gotten more and more cases because State laws are changing and the criteria are changing.

Chairman Holden added that the lousy economy doesn't help either.

Ms. Penry indicated that she doesn't want to whine because they are balancing things but Sally and Sylvia are really working their tails off. She thinks that at this point, they can't offer anything else. Because she is doing the administrative and still teaches at St. Joe's during the school year. It is getting hard because there are more kids in Shelton.

Chris Besescheck, Board of A&T commented that he wanted to point something out. He did some quick calculations on the Part time and the Regular Payroll and actually, the way it is set up now – and he really doesn't know about the discrepancy with adding one more hour - they are actually, with having the \$74,500 and the \$80,000 – with the issues of the union contract aside – she is actually at \$114,300 which is above her \$113,866. He doesn't know if it all comes down to just an issue of transferring things – but she is actually above the requested for the full time.

Ms. Penry stated that she has a Youth Advisor that is a former Youth-to-Youth student who has graduated. She comes in for 38 weeks out of the year and they were paying her out of Professional Services. They hired her two years ago because the Youth –to-Youth group got so big and they meet on Tuesday nights and she didn't feel as though there should just be one adult there. And it would be good for the kids to see that a graduated Youth-to-Youth is still interested in them. Throughout the year, she makes \$2,280. It was strongly suggested by Finance to get her on as a part time employee so he included her in there also. He included her as a part time employee for this budget so that may make up that difference.

Chairman Holden indicated that another thing that he'll point out is that the #30-01 Professional Services, the Mayor had cut that from \$5500 to \$4500.

Ms. Penry commented that what they do with the Youth-to-Youth kids, who are high school kids, they do a lot of community service. They give back to Shelton and it is over and above what they are required to do for school. For a large project, like when they help out at the Trick or Truck thing at Halloween, depending upon what has to be done that night, they give them a small payment like \$25.00 a piece because they work very hard and they are really good kids. Rather than put in for – like TEAM is always calling her to hire kids for a few

hours – but they will hire them instead to help with flyers or stuffing envelopes or whatever – because if the kids from the high school can see that these kids are somebody who is worthwhile in the community. That is why they try to maintain that relationship with them.

Chairman Holden asked if there were any other questions.

Faith Hack asked if she was short about \$8,000 in her salaries.

Ms. Penry responded yes. She asked what they think Sylvia's chances are of going full time with one more hour.

Charlotte Madar responded that Chris just said that she can have more hours and still be a part timer so if she doesn't need the health benefits.

Ms. Penry responded right, she doesn't want the health benefits but it would be nice if she could have a sick day or a paid holiday or vacation.

Chairman Holden indicated that was something that they can look at. He is of the opinion that meeting what she is supposed to get as part of her union contract is probably not going to be terribly controversial.

Ms. Penry responded thanks, she was kind of worried.

Chairman Holden asked if there were any other questions for the Youth Services Bureau. There were none. The Chairman thanked them for their time and hard work on behalf of the residents.

Chairman Holden stated that there was no one present to represent the Drug and Alcohol Commission. Basically, if they are not present, he will assume that they are OK with it. If they contact him, he will put them in the agenda at a later date. He added that the Municipal Parking Authority is on the list but there are no budget items so it really doesn't exist anymore.

-1700 **DRUG & ALCOHOL COMMISSION**

No Representation

ADJOURNMENT

Chairman Holden indicated that with no further business on the agenda, he adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Karin C. Tuke

Clerk, Board of Apportionment and Taxation

Tapes (2) on File with the City Town Clerk's Office.