



MINUTES OF THE FULL BOARD - SPECIAL MEETING
7:00 PM Wednesday, April 29, 2009
SHELTON CITY HALL
54 HILL STREET
Room 104
SHELTON CT 06484

Roll Call

Mark Holden, Chair, present
Judson Crawford, present
Nancy Dickal, present
Greg Kodz, present
Charlotte Madar, present

CALL TO ORDER & PLEDGE OF ALLEGIANCE

Chairman Mark Holden called the meeting to order with the Pledge of Allegiance at 6:40 p.m.

Approval of Minutes

JUDSON CRAWFORD MOTIONS TO ACCEPT THE MINUTES FROM THE REGULAR MEETING OF MARCH 26, 2009. SECONDED BY NANCY DICKAL. A VOICE VOTE IS TAKEN. MOTION PASSED (5-0).

REPORTS:

A. Chairman's Report

Chairman Holden indicated that they are probably going to have a meeting every month for the Full Board because this is the time of year when people run short on money for individual line items.

B. Contingency Account Report

Chairman Holden stated that there is a bit of an issue with the Contingency Account. They are showing that the unspent balance is \$64,181. However, on the budget print out run, there is a difference of \$42,051. He added that he is guessing that this is a case of just not getting everything posted on time, but that really should not happen because on the budget runs, the amount showing what they have – is an amount they haven't had since months and months ago. So, this is seriously behind. This is a concern that he'll attempt to address with Sharon or Lou within the next day or two.

C. Transfer Report

Chairman Holden indicated that there have been several transfers, and there will be quite a few tonight.

New Business

INTRADEPARTMENTAL TRANSFERS

1. Request from Maintenance to transfer \$2,000 from Other Outside Services to Pool Supplies.

Chairman Holden stated that this transfer is necessary to cover the cost of the May chlorine delivery, CO₂ tanks and rentals, replacement gutter pool grates and a spare pool vacuum bag. Sharon Scanlon signed off that funds exist.

NANCY DICKAL MOTIONS TO APPROVE THE TRANSFER OF \$2,000 FROM OTHER OUTSIDE SERVICES ACCOUNT #001-4800-716.30-23 TO POOL SUPPLIES ACCOUNT #001-4800-716.40-30. CHARLOTTE MADAR SECONDS. A VOICE VOTE IS TAKEN. MOTION PASSED 5-0.

2. Request from Accounting to transfer \$15,000 from Regular Payroll to Other Outside Services.

Chairman Holden indicated that this due to the Payroll Coordinator being out since October 2008. They've had to use more of ADP's services than usual. This has been signed off by Sharon Scanlon.

Judson Crawford asked if there were any line items other than Regular Payroll that could be utilized for this. Chairman Holden responded that it is his guess that with the Payroll Coordinator being out sick, they expect to have a surplus in that account that has probably surpassed sick time.

Nancy Dickal asked if there would be enough to cover Regular Payroll if they transfer that amount. Chairman Holden responded that his presumption is that they've considered that because of the indication that there are adequate funds. He added that he is presuming that Payroll will be down because the person has been out since October.

Judd explained that even though the sign off indicates that the funds are available to complete the transfer; it doesn't answer the question of whether or not there will be sufficient funds for the remaining part of the year. He asked if there is another line item that they could transfer funds.

Chairman Holden responded that he did not want to take funds from a different line item without checking with them first to determine their plans; they may have something coming down the pike in the next couple months. He suggested that because the

department head is not present; they should just to decide up or down based on the request.

Nancy Dickal stated that she would like to table this until they have the correct and complete information because she doesn't want to make a decision based on assumptions. There was a lot of discussion regarding the availability of funds.

Chairman Holden indicated that as practical matter, if they need to make a second line item transfer because too much is taken from this account, it isn't much different than not acting tonight or making a change later on. He recalled that in a discussion with Sharon, she had indicated that if this transfer is made, there would be enough funds available to get her through the balance of the year.

Chairman Holden stated that he would like to take some action one way or another on it, because they can't ask Sharon any questions right now. He asked for a second on Charlotte's motion. There was no second. He stated that lacking a second – the motion has failed.

CHARLOTTE MADAR MOTIONS TO APPROVE THE TRANSFER OF \$15,000 OUT OF REGULAR PAYROLL ACCOUNT #001-5700-412.10-01 TO THE OTHER OUTSIDE SERVICES ACCOUNT #001-5700-412.30-23. LACKING A SECOND, MOTION FAILS.

3. Request from Purchasing to transfer \$9,400 from Street Lights and \$9,400 from Gas (\$18,800 total) to Telephone.

Chairman Holden stated that he and Judd went over this with Gene Sullivan last Thursday evening at the Finance Committee Meeting on 4/23/09. Gene confirmed that there are funds available in both the Street Lights and the Gas Account.

GREG KODZ MOTIONS TO APPROVE THE TRANSFER OF \$9,400 FROM STREET LIGHTS ACCOUNT #001-4600-716.35-03 AND \$9,400 FROM MUNICIPAL GAS ACCOUNT #001-4600-716.35-06 TO TELEPHONE SERVICE ACCOUNT #001-4600-716-35.07. SECONDED BY NANCY DICKAL. A VOICE VOTE IS TAKEN. MOTION PASSED (5-0).

4. Request from Probate Court to transfer \$250 from Professional Services to Office Supplies.

NANCY DICKAL MOTIONS TO APPROVE THE TRANSFER OF \$250 FROM PROFESSIONAL SERVICES ACCOUNT #001-1100-419.30-01 TO OFFICE SUPPLIES ACCOUNT #001-1100-419.40-04. SECONDED BY JUDSON CRAWFORD. A VOICE VOTE IS TAKEN. MOTION PASSED (5-0).

Chairman Holden brought up an issue about Small Board Provisions for Roberts Rules of Order in which they are incorporating for the Finance Committee meetings because, with only two members on the Committee, it seems silly to have Judd make a motion and he seconds it in order to vote because there are only two of them.

He explained that other things included in the Small Board's Provisions are allowing the Chair to make motions without leaving the Chair. He has given some consideration to this but he isn't sure he wants to do the whole Small Board thing for this group even though it is intended for Boards with a dozen or less members. If they do it, it should ultimately be consistent; although, it might be something they do when one or two people are absent from the Full Board.

Greg Kodz asked the Chairman if he is anticipating future meetings with less than a Full Board. Chairman Holden responded that it is always a possibility.

Nancy Dickal commented that she wanted to mention again that for future meetings, she would like it if she could be presented with paperwork prior to meetings. She asked the Chairman if he could address this with whoever oversees it in order to prevent the confusion and stand stills they've had at this meeting.

5. Request from Highways & Bridges to transfer \$12,000 from Rental/Contract to Parts Highway.

CHARLOTTE MADAR MOTIONS TO APPROVE THE TRANSFER OF \$12,000 FROM RENTAL CONTRACT ACCOUNT #001-3200-712.30-27 TO PARTS HIGHWAY ACCOUNT #001-3200-712.40-36. SECONDED BY JUDSON CRAWFORD. A VOICE VOTE IS TAKEN. MOTION PASSED (5-0).

6. Request from Highways & Bridges to transfer \$2,000 from Parts Recycling to Oil, Grease, Lube.

CHARLOTTE MADAR MOTIONS TO APPROVE THE TRANSFER OF \$2,000 FROM PARTS RECYCLING ACCOUNT #001-3200-712.40-34 TO OIL, GREASE, LUBE ACCOUNT #001-3200-712.40-22. SECONDED BY NANCY DICKAL. A VOICE VOTE IS TAKEN. MOTION PASSED (5-0).

7. Request from Highways & Bridges to transfer \$2,500 from Parts Recycling to Cement, Lumber, Pipe.

CHARLOTTE MADAR MOTIONS TO APPROVE THE TRANSFER OF \$2,500 FROM PARTS RECYCLING ACCOUNT #001-3200-712.40-34 TO CEMENT, LUMBER, PIPE ACCOUNT #001-3200-712.40-25. SECONDED BY NANCY DICKAL. A VOICE VOTE IS TAKEN. MOTION PASSED (5.0)

8. Request from Highways & Bridges to transfer \$10,000 from Tires, Police to Parts, Police.

CHARLOTTE MADAR MOTIONS TO APPROVE THE TRANSFER OF \$10,000 FROM TIRES, POLICE ACCOUNT #001-3200-712.40-41 TO PARTS, POLICE ACCOUNT #001-3200-712.40-42. SECONDED BY JUDSON CRAWFORD. A VOICE VOTE IS TAKEN. MOTION PASSED (5-0).

D. Finance Committee Report

Chairman Holden indicated that they opened two bids last Thursday, and he has noticed that, with the sign of the times economically, the bids are coming in all over the place. Some bids are coming in very low in comparison to the majority of other bidders for that Bid, because they are so eager to be awarded. This may benefit the City if these lower bidders are qualified and meet all the specifications.

Adjournment

Due to no further business on the agenda, Chairman Holden adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Karin C. Tuke

Clerk, Board of Apportionment and Taxation

Tape (1) on file in the City/Town Clerk's Office.