

Board Of Finance Minutes
Regular Meeting
August 17th, 2009

Mayor April Capone Almon called meeting to order at 7:30p.m., with the following members in attendance: Brendan Geelan, Dr. Schlegel, Noreen Clough, Richard DePalma, and Paul Karbowski. Also present Paul Hongo, Finance Director Tom Thompson.

2. Approval of Minutes for June, 2009

Mr. Geelan made a motion to accept with correction made by Dr. Schlegel; seconded by Ms. Clough. 5 yes, 0 no, 1 absent, Motion passed.

3. Correspondence Received

Berchem, Moses, Devlin, P.C. Reminder Statement

4. Correspondence Sent

5. Old Business

6. New Business

Dr. Schlegel made mention that Town Council decide that they would forfeit the stipends for member of BoF and for themselves. Dr. Schlegel said that this was a big mistake and that they can't make decisions about salary increases or decreases. This needs to be fixed, \$2400 for the Board of Finance and \$4500 for the Town Council. They need to rectify this because it is in the Town Charter. Mr. Geelan said that it should be taken to the Town Council. Mr. Hongo said there would action taken to amend the budget. I will have them put this on the next agenda, this was a mistake and has to be fixed, we don't want to violate the Town Charter. It's up to the individual to give their stipend. They can choose to give the money back but the money needs to be in the budget for all board. Dr. Schlegel motions to transfer from contingency fund and put back the Board of Finance and Town Council stipends.

2 yes, 3 no, 1 absent. Motion Fails.

Mr. Geelan motions to bring this to the attention of the Town Council to correct the mistake; seconded Mr. Karbowski. 3 yes, 2 no, 1 absent, Motion passed

7. Negotiations with East Haven Administrators & Supervisors Union Board of Education

Mayor Almon said that we have offered to send someone to sit in but the offer wasn't received well. We have tried to help with the process. Dr. Schlegel said that we could let them know the Town side.

8. General

To: 01-229-0201 Electricity 30,000.00
From: 01-885-0255 Street & Traffic Lights 30,000.00

This transfer is necessary to cover electricity costs until FY end 08/09.
Dr. Schlegel motions to recommend this item to the Town Council; seconded by Ms. Clough. 5 yes, 0 no, 1 absent, Motion Carried.

Mr. Karbowski wants to know if last year's budget reports a deficit. Mr. Thompson said that there are many adjustments to be made. Mr. Karbowski wants to know how can we transfer funds that may not be there, we just can't assume that the money will be there. Department Heads are obligated to watch there expenditures. We just can't spend money before it is there. Mr. Thompson said that he has sent out memos to department heads to remind them to watch their spending.

9. Fire

To: 01-334-0561 Vehicle Supplies 2,500.00
From: 01-334-0563 Tires & Tubes 2,000.00
From: 01-334-0565 Motor oil 500.00

This transfer is necessary to cover expenses to repair Engine #4.

Mr. Depalma motions to make transfer; seconded by Ms. Clough.
5 yes, 0 no, 1 absent Motion carried

10. Fire

To: 01-334-0190 Overtime Wages 34,000.00
From: 01-334-0150 Vacation 10,327.02
From: 01-445-0110 Reg Salaries 23,672.98

This transfer is necessary to cover overtime wages.
Mr. Depalma motions to recommend this item to Town Council; seconded by Ms. Clough. 5 yes, 0 no, 1 absent Motion carried

11. Fire FY 08-09

To: 01-334-0202 Water 9,251.04
From: 01-334-0175 Education 9,251.04

This transfer is necessary to cover water bill.
Mr. Depalma motions to transfer funds; seconded by Ms. Clough. 5 yes, 0 no, 1 absent Motion carried

12. Finance

To: 01-104-0110 Regular Wages	6,935.00
From: 01-104-0190 Overtime wages	110.54
From: 01-104-0310 Mileage Reimbursement	150.00
From: 01-104-0330 Bus & Travel	200.00
From: 01-104-0410 Office Equipment	175.06
From: 01-104-0510 Photocopy	397.16
From: 01-104-0520 Office Supplies	23.88
From: 01-104-0615 Printing & Binding	1,654.01
From: 01-104-0644 Rental Equipment	15.41
From: 01-104-0646 Registration & Dues	370.00
From: 01-104-0657 Data Processing	93.96
From: 01-104-0658 Equipment Maintenance	200.00
From: 01-104-0688 Bank Fees	400.00
From: 01-104-0698 Audit & Accounting	2,000.00
From: 01-880-0852 Community Action	1,144.98

To pay upgrades and to pay out Paul Rizza's vacation days.

Ms. Clough motions to make transfer; seconded by Mr. Depalma.
5 yes, 0 no, 1 absent Motion carried

Mr. Hongo said that they are looking to change the vacation time, where you need to use it or loose it.

13. Tax Collector

To: 01-106-0110 Regular Salaries	4,140.01
To: 01-106-0115 P/T Wages	4,123.01
To: 01-106-0657 Data Process	275.00
To: 01-106-0694 Other Contr	1,391.06
Total:	9,929.86

From: 01-106-0190 Overtime Wages	496.71
From: 01-106-0190 overtime Wage	496.71
From: 01-106-0350 Prof Development	169.00
From: 01-106-0510 Photocopy	23.90
From: 01-106-0520 Office Supplies	6.76
From: 01-106-0610 Advertising	803.26
From: 01-106-0646 Reg/Dues	45.00
From: 01-106-0668 Legal & Lawyer	3,274.51
From: 01-106-0687 Collection Services	2,382.36
From: 01-106-0615 Printing & Binding	2,382.36
Total:	9,929.86

This transfer is necessary pay for accrued payroll, upgrades and computer related fees.

Ms. Clough motion to make transfer; seconded by Mr. Depalma.
5 yes, 0 no, 1 absent Motion carried

14. Town Clerk

To: 01-109-0110 Regular Salaries 5,096.47

From: 01-109-0615 Printing & Binding 3,772.51
From: 01-109-0658 Equip. Maint 882.00
From: 01-109-0505 Books & Maps 3.85
From: 01-109-0525 Printing/Data 493.11
Total: 5,096.47

This transfer is necessary pay for salary upgrades.

Mr Hongo said that they didn't hire new people and there have been people who have taken on the extra work. This is to avoid grievances.

Ms. Clough motions to make transfer; seconded by Mr. Depalma.
5 yes, 0 no, 1 absent Motion Carried

15. Administration & Management

To: 01-120-0115 Part time Wages 3,485.00
From: 01-120-0681 Physicians & Other 3,485.00

This transfer is necessary to pay for supplemental office coverage. 5 yes, 0 no, 1 absent
Motion carried

16. Public Service

To: 01-224-0133 Class Diff 2,143.69
To: 01-224-0190 O/T Wages 9,463.37
To: 01-224-0192 Seasonal O/T Parks 9,263.46
Total: 20,870.52

From: 01-224-0110 Reg Salaries 4,041.27
From: 01-224-0140 Longevity 1,040.00
From: 01-445-0110 Reg Salaries 15,789.25

Total: 20,870.25

This transfer is necessary to close out 08/09 FY.
This was needed for upgrade because of more daily work, such as the tree trimmer.

Ms. Clough motions to make transfer; seconded by Mr. Depalma.
5 yes, 0 no, 1 absent Motion Carried

17. Sanitation

To: 01-226-0190 O/T Wages	10,130.41
From: 01-226-0676 Waste Collection Disposal	2,533.54
From: 01-226-0115 P/T Wages	5,900.00
From: 01-226-0115 P/T Wages	1,696.00
Total:	10,130.41

This transfer to necessary to close out 08-09.

Ms. Clough motions to make transfer; seconded by Mr. Depalma
5 yes, 0 no, 1 absent Motion Carried

18. Animal Shelter

To: 01-331-0115 P/T Wages	250.00
To: 01-331-0190 O/T Wages	3,115.15
To: 01-331-0200 Stipend	960.00
Total:	4325.15

From: 01-331-0667 Temp P/T	1,609.00
From: 01-331-0458 Safety Equipment	1,585.00
From: 01-331-0610 Advertising	1,046.00
From: 01-331-0644 Rental Eq	85.15
Total:	4,325.15

This transfer is necessary to cover contractual overtime and stipend for the two officers that are on duty.

Mr. Hongo said we are violating State law, two people working 24/7 without pay. This could have been a major grievance but they will get a \$20.00 stipend when on call and calls need to be approved by me with a minimum of two hours.

Ms. Clough motions to make transfer; seconded by Mr. Depalma.
5 yes, 0 no, 1 absent Motion Carried

19. Police- Recommendation to Town Council

To: 01-332-0110 Regular Salaries	41,609.08
To: 01-332-0115 P/T Wages	2,309.83
To: 01-332-0190 O/T Wages	46,720.73
To: 01-332-0530 Gas & Diesel	7,652.83
To: 01-332-0662 Vehicle Repairs	27.57
Total:	98,320.04

From: 01-332-0160 Holiday Pay	980.24
From: 01-332-0592 Traffic Signs	435.78
From: 01-332-0132 Shift Differential	7,652.83
From: 01-332-0658 Equipment Maint	27.27
From: 01-332-0430 Mechanic operation	1,007.81

From: 01-885-0689 Contingency	84,196.00
From: 01-445-0115 P/T wages	4,019.81
Total:	98,320.04

This transfer is necessary to close out 08/09 FY.

Mr. Depalma wants to know how many police officers are out of work, Chief Gallo said that there are 7 out on comp and 3 short on force. We will have 2 tentative spots come October, they will be ready for next June. The seven officers out are long term injuries, they are following all treatment to try to get back to work, the Town doctor has final say.

Ms. Clough motions fro transfer; seconded by Mr. Depalma.

5 yes, 0 no, 1 absent Motion Carried

20. Recreation

To: 01-661-0541 Art & Supplies	140.00
To: 01-661-0579 Pool Chemicals	270.00
To: 01-661-0525 Printing & Data Paper	60.00
To: 01-661-0570 Building Maint Supply	200.00
To: 01-661-0646 Reg/ Dues/ Sub	674.00
To: 01-661-0667 Temp P/T Help	2,705.00
Total:	4,049.00
From: 01-661-0115 P/T Wages	4,049.00

This transfer is necessary to close out 08/09 FY.

Ms. Clough motions to make transfer; seconded by Mr. Depalma'

5 yes, 0 no, 1 absent

Motion Carried

21. Recreation Ice Rink

To: 01-662-0115 P/T Wages 1,510.00

From: 01-662-0110 Regular Wages 1,510.00

This transfer is necessary to cover employee disability.

Ms. Clough motions to make transfer; seconded Mr. Depalma.

5 yes, 0 no, 1 absent. Motion Carried

22. Recreation

To: 01-661-0110 Regular Wages	2,942.00
To: 01-661-0118 Seasonal Wages	905.91

From: 01-661-0116 Seasonal	2,902.00
From: 01-661-0190 O/T	40.00
From: 01-661-0115 P/T Wages	905.91
Total:	3,847.91

This transfer is necessary to pay a contractual raise from grievance for the Director of Recreation.

Ms. Clough motions to transfer; seconded Mr. Depalma.

5 yes, 0 no, 1 absent

Motion Carried

23. Police

To: 01-332-0561 Vehicle Sup/Parts	4,000.00
To: 01-332-0658 Equip/Maint	600.00

From: 01-332-0160 Holiday Pay	4,600.00
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Money needed to pay for equipment Maintenance thru FY 08/09.

Mr. Depalma wants to know how many cars are out on the road. They are all out on the road and we have 5 new cars coming.

Mr. Depalma motions to make transfer; seconded by Mr. Geelan.

5 yes, 0 no, 1 absent Motion Carried

24. Various

To: 01-106-0615 Printing/Binding	465.14
To: 01-107-0110 Salaries	4,673.49
To: 01-109-0615 printing	151.40
To: 01-113-0694 other Cont	123.36
To: 01-22-0110 Salaries	1,639.10
To: 01-229-0115 P/T Wages	279.63
To: 01-332-0130 Temporary Wages	123.52
To: 01-334-0165 Personal Days	789.18
To: 01-444-0110 Salaries	811.62
To: 01-446-0115 P/T Wages	553.09
Total:	9,612.53

From: 01-445-0110 Regular Wages	9,612.53
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Transfer for accrued salaries and miscellaneous expenditures where invoices were received after June 30,2009.

Mr. Kawbowski wants to know if we will have deficit next year. Mr. Thompson said that it is hard to tell. He said the new budget will be conservative and he will be much tougher

on expenditures, to keep them low. I'm working lower the cell phone bill by cutting back on who really needs to carry a cell, this can save money. Purchase Order need to be approved, its going to based on our needs not wants. Department Head will be denied expenditure if they aren't necessary. Stipends are very high for organization in the Town, that is something we will look at next budget, to save money.

Ms. Clough motions to make transfer; seconded by Mr. Depalma.
5 yes, 0 no, 1 absent Motion Carried

Motion to Adjourn at 9:00p.m. made by Ms. Clough; seconded by Mr. Depalma.
5yes, 0 no, 1 Absent Motion Carried

Respectfully Submitted,

Teena Fucci
Clerk