



**CITY OF DERBY  
BOARD OF APPORTIONMENT & TAXATION  
AGENDA  
JUNE 19, 2017  
7:00 PM  
JOAN WILLIAMSON ALDERMANIC CHAMBERS**

**Ray Bowers  
Howard Bradshaw  
James Butler  
Christopher Carloni.  
Carlo Malerba, Jr.**

**Shirley Miani  
Rose Pertoso  
Sam Pollastro, Jr.  
Phyllis Sochrin  
Judy Szewczyk, Chairperson**

Ms. Szewczyk opened the meeting at 7:00 PM with the Pledge of Allegiance.

**Roll Call**

**Present: Mr. Bradshaw, Mr. Butler, Mr. Carloni, Mr. Malerba, Ms. Miani, Ms. Pertoso  
Mr. Pollastro, Ms. Sochrin and Ms. Szewczyk.**

**Absent: Mr. Bowers**

**Additions, Deletions and Corrections to Agenda**

Mr. Coppola asked to have 3 items added to the agenda.

- **Public Works, increase the revenue side Picnic Grove Maintenance (rebates) \$1,000.00, and then increase the expense side by the same \$1,000.00. A motion to make this #13B was made by Mr. Butler and seconded by Mr. Pertoso. Motion Carried.**

- Police Department, Increase the outside work revenue account by \$6,000.00 and then increase the overtime line item by the same amount \$6,000.00. A motion was made by Mr. Malerba and seconded by Mr. Carloni to make this #14B. Motion Carried.
- Legal Department, from the budget working balance move \$5,000.00 and move this to a new line item for Legal contracts for property sales. A motion was made by Mr. Malerba and seconded by Mr. Bradshaw to make this #10B. Motion Carried.

### Public Portion

Mr. Michael Kelleher, 39 Belleview Drive. Fire Commissioner wanted it on record that he was treated very fairly by the tax board with his budget and wanted to thank the entire board. Ms. Szewczyk thanked him on behalf of the entire board.

### Motion to Approve Minutes of Meeting of May 15, 2017

A motion approve the minutes of May 15, 2017 was made by Mr. Butler and seconded by Mr. Carloni. Motion Carried.

### Motion to Approve Minutes of Meeting of May 30, 2017

A motion to approve the minutes of May 30, 2017 was made by Ms. Sochrin and seconded by Mr. Malerba. Motion Carried.

### Treasurer's Report

Mr. McLiverty reported to the board that they are still waiting for Hartford, as they still have not finalized any budget and there is no date as to when this will happen. He also spoke on the Motor Vehicles Tax bills whether to mail them or not, do we mail them with the full rate or the partial rate. Previously the state had a cap on the what the cities could charge for the Motor Vehicle Tax. In our budget we put it the same as our property tax, but now there is a question if we should wait before we issue any bills. Regarding revenue projections, we have no idea what they will be.

Ms. Miani asked Mr. McLiverty about the final budget for the Board of Education whether in our haste to complete the final budget, did we increase their budget with more municipal money. Mr. McLiverty explained that the budget did increase, we gave them \$18.3, on the revenue side it was \$7.2 and the Alliance was \$1.2. She said she had read an article in the newspaper and it seemed like we had given more money. She did not have her paper work with her, but her understanding was we did not have to increase the budget and we could keep it at the same level. Mr. McLiverty explained that we did not increase the amount that the grant money and the alliance money is what increased the budget. Ms. Miani's concern is that we need a procedure to be sure we are not

increasing this budget using municipal dollars. Mr. McLiverty and Ms. Szewczyk tried explaining that the increase was due to alliance and grant money. After much discussion, it was explained that if we took away the grant and alliance money, the budget given by the city to the BOE was the same. Mr. McLiverty said what is confusing is that he gets a lot of grant money. Mr. Coppola added that the increase in their budget was 2%, but this was due to the grant and alliance money. Mr. McLiverty added that if the grants should get cut, then this board must come up with a procedure to cut spending.

#### **Budget Procedure, Status and Advisory**

Mr. Coppola commented on the car tax, we budgeted this at the real estate tax. Last year it was capped at 37%, we would then have to refund the difference. Once we hear from the state, we may have to address this. Ideally we should hold up sending out any Motor Vehicle Tax bills. Denise is concerned because this would mean sending a rebate if the mill rate is lowered. Mr. Malerba asked if we would have to pay the higher rate. Ms. Sochrin asked if we held up the bills and sent them out late, would the public get hurt. Mr. Coppola said that the billing date is always 30 days from the mailing. The board's feeling was that it is better to hold off sending the bills. Mr. Coppola said that Denise spoke to her counterparts in other cities and they said it is illegal to send out the bills at the higher rate. Mr. McLiverty said there was no cash flow problem as we receive the property taxes with no problem.

Ms. Szewczyk added that she would like to schedule a "hot wash" regarding how the budget went, perhaps we can talk about it at the next meeting. With Hartford dropping the ball on their budget, it reflects on us.

#### **Permission for Finance Director to create separate line items for the expenses associated with the Senior Center, Building Operations Account 001-6800-460-0460**

A motion to give the finance director permission was made by Ms. Pertoso and seconded by Mr. Bradshaw. Mr. Coppola explained that in the Senior Center, under line item 6800-460-0460-0000, for \$45,000, he would like to break out all the expenses like other departments do. At the Senior Center, all the expenses are "clumped" under this account. By creating this new line item, he would break out the expenses, which are basically the same every month. He will report to the board each month and the money will stay at \$45,000.00. He will be sitting with Henry and Sue from the Senior Center.  
Motion Carried.

**Legal Department Transfers \$6,000.00**

- From Account (001-1600-150-0150) Corp Counsel Legal Services \$6,000.00
- To Account (001-1600-270-0270) Claims \$3,000.00
- To Account (001-1600-270-0273) Labor Counsel \$3,000.00

To pay for legal claims and Labor Counsel, requested by Corp. Counsel

A motion was made by Mr. Butler and seconded by Mr. Bradshaw. Mr. Coppola said they need the difference of \$3,000.00 to pay Legal Counsel. This amount is needed to cover the Travelers bills with are \$11,000, and the \$3,000.00 would cover this expense. The additional \$3,000.00 is for negotiations, Public Works has not settled their contract as of yet. Mr. Carloni recused . Motion Carried.

- From Account(8400-390-0391) Special Working Balance \$5,000.00
- To Account (1600-250-0252) Legal Contract for Property Sales \$5,000.00

A motion was made by Mr. Bradshaw and seconded by Ms. Pertoso. Mr. Coppola said the city needed this for the close on 105 Hawkins Street which the city had purchased. Mr. Coppola had an email from Mr. Teodosio's office. Mr. Malerba questioned if the BOA had approved this sale. Mr. McLiverty placed a call to Mr. Teodosio to find out if this was approved or not. The board contemplated tabling the motion, but then Mr. Pollastro contacted Mr. DiCenso, Chairman of the BOA, and he along with Mr, McLiverty confirmed that it was approved by the BOA. Motion Carried.

**Parks & Recreation Transfers \$2,198.00**

- From Account (001-5100-140-0141) Playground Wages \$498.00
- To Account (001-5100-330-0330) Equipment Maintenance \$700.00
- To Account (001-5100-230-0232) Water Company \$1,198.00
- From Account (001-5100-330-0331) Building & Field Supplies \$1,000.00
- To Account (001-5100-270-0278) Witek Park Maintenance \$1,000.00

A motion was made by Ms. Sochrin and seconded by Mr. Pollastro. Mr. Coppola submitted the request sent by Mr. O'Connell. Motion Carried.

**Special Working Balance Transfer \$5,000.00**

- From Account (001-8400-390-0391) Special Working Balance \$5,000.00
- To Account (001-8600-240-0248) Storm Water Discharge PE \$5,000.00

A motion was made by Mr. Butler and seconded by Mr. Bradshaw. Mr. Coppola submitted the bill sent in. Mr. Pollastro said he thought that all these bills had been taken care of. Mr. Coppola said he had just received this bill. Ms. Sochrin suggested he have some kind of stamp that states when the bill was received and when paid. Mr. Coppola said that when the bills come in, they are processed and paid. A motion was made by Mr. Pollastro and seconded by Mr. Malerba to table this motion and request that someone from this

company, come to the board and explain exactly where we stand, and if we could have an overview of the process. Motion Carried.

**Public Works Transfer \$3,000.00**

- From Account (001-4100-330-0331) Motorized Equipment Maintenance \$3,000.00
- To Account (001-4100-120-0120) Overtime Wages \$3,000.00

A motion was made by Ms. Sochrin and seconded by Mr. Malerba. Motion Carried.

- Increase Revenue Account (6000-660-6651) Picnic Grove Rebate Account \$1,000.00
- To Account (4199-480-0484) Picnic Grove Refund \$1,000.00

Mr. Coppola commented that because the BOA made changes and the picnic grove is used more, Mr. DeFala needs this additional to pay people money for refunds. Motion Carried.

**Police Outside Work Appropriate \$240,000.00**

- Increase Revenue Account (001-6000-690-0692) Police Outside Work \$240,000.00
- To Account (001-3100-110-0012) Outside Work Wages \$240,000.00

A motion was made by Mr. Malerba and seconded by Ms. Sochrin. Mr. Coppola said we are in excess in the Revenue Account. Mr. Butler commented that this includes benefit, compensation and other monies. The largest amount received is the benefit money that has to be put aside. After further discussion, the board approved the motion. Motion Carried.

- Increase Revenue Account (6000-690-6952) Police Outside Work \$6,000.00
- To Account (3100-120-0120) Overtime Wages \$6,000.00

A motion was made by Ms. Sochrin and seconded by Ms. Pertoso. Mr. Butler said that we have no accountability, Mr. Coppola stated that the City pays, no one knows what is owed to the City. The Police Department schedules the overtime, we pay the wages, and then the City collects the money when it comes in. We have no collection ability. Ms. Sochrin added that we should not be giving them this money, our Finance Department should be doing the accounting, but the Police Department should be tracking what monies are owed to them. Mr. Butler said the taxpayers are paying for these outside contractors, and this should be changed. Ms. Sochrin asked how this could be changed. Mr. Butler says they want to be put this money into the overtime when we don't know when and if we have collected this money. Ms. Sochrin asked if this has ever been brought up to the BOA. Mr. McLiverty said we could make the change effective July 1<sup>st</sup>. Mr. Coppola added that their overtime has been increased so much because of all the police officers that are out on compensation and sick leave.

Ms. Szewczyk asked the board wanted they wanted to do, and no one wanted to approve the motion. Ms. Sochrin said she felt we have no accountability. Why shouldn't we know what money we are paying and what we are being billed for? Ms. Szewczyk said we have

two goals her, one is how we can give them their money this time, and the second is what we can do in the future. Mr. Butler stated that we just transferred \$50,000.00 from the Workmen's Compensation account to their overtime. Mr. Carloni suggested in the future we have a check and balance on the outside work, perhaps the contractors should be required to pay up front. We can support these changes with the new tax year starting on July 1<sup>st</sup>.

Mr. McLiverty suggested we do this on a accrual basis. The first thing is to go to the Operations and Procedure Committee of the Board of Aldermen, and set up a local ordinance and go through all the legalities as to who we can shut down, etc. We cannot stop the UI or CL&P from doing any work. So right now we should say as of July 1<sup>st</sup>, we want them to give us a receivable report as to what is out there and needs to be paid. Secondly we should set up an "aging report" which the Police Department should give to Mr. Coppola. He would set up an account receivable report. Now, he only knows what money comes in, does not know what money is owed. We could get this report when the Police Department issues the permits. There will exceptions, any kind of emergencies that may occur.

It was suggested that we contact the BOA. Ms. Szewczyk will talk to Mr. DiCenso regarding a resolution to take care of this.

Ms. Szewczyk asked then for a new motion to move \$6,001.00 from the Revenue Account to the Overtime Wage account. We have the money there, and we will let them know that we are not happy. The board did not approve, so a roll call was taken. Mr. Bradshaw, Yes; Mr. Butler, No; Mr. Carloni, Yes; Mr. Malerba, No; Ms. Miani, No; Ms. Pertoso, Yes; Mr. Pollastro, No and Ms. Sochrin, Yes. Motion did not pass. Ms. Szewczyk asked the board for suggestions, and the board felt the Police Department should take the money from other accounts. That is their duty to make these changes, not the boards. The board is denying them this, and this will not happen after July 1<sup>st</sup>, if the BOA approves this. Ms. Szewczyk said we will not fund anything else out of outside work account. Motion did not pass.

#### **Fire Department Transfer \$3,086.38**

- From Account (001-3200-230-0231) Yankee Gas \$3,000.00
- To Account (001-3200-330-0332) Building Maintenance \$3,000.00
- From Account (001-3200-440-0440) Engine Pump Test \$86.38
- To Account (001-3200-330-0334) Equipment Maintenance \$86.38

Mr. Kelleher requested the money transfer to cover the cost of windows that are leaking; the board apologized to him for making him stay so long.

- From Account (3200-270-0272) Fireman's Physicals \$7,387.75
- To Account (3200-330-0336) Annual Service Contracts \$7,387.75

Mr. Kelleher said he inadvertently left off a budget amount in this line item. Realizing the board may not meet in July, he is asking for this transfer now. A motion was made by Mr. Butler and seconded by Mr. Pollastro. Motion Carried.

#### **Tax Collector Transfer \$1,000.00**

- From Account (001-2800-480-0488) DMV Delinquent Fees \$1,000.00
- To Account (001-2800-390-0390) Tax Department Supplies \$1,000.00

Requesting money to purchase a validator (print receipts), a cash counter (counts cash and detects counterfeit cash) and toner for the printer. Ms. Cesaroni is making this request, so the department can operate more efficiently. Motion Carried.

### **Adjournment**

A motion to adjourn was made by Mr. Butler and seconded by Ms. Pertoso. The meeting was adjourned at 8:56 PM.

Respectfully Submitted,

Louise Pitney

Recording Secretary

\*\*\* These minutes are subject to the approval by the Board of Apportionment & Taxation at their next regular meeting.