



**CITY OF DERBY  
BOARD OF APPORTIONMENT & TAXATION  
MINUTES  
SEPTEMBER 18, 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 7:06 PM with the Pledge of Allegiance.

**Roll Call**

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

**Absent:** Ms. Miani, Mr. Pollastro and Ms. Sochrin

**Additions, Deletions and Corrections to Agenda**

Mr. Butler asked to have an item added to the agenda. He requested that the schedule of regular meetings be changed. Ms. Szewczyk stated that this has been discussed before, and the reason is, there is a problem being able to approve something, before the BOA meets to approve it first. A motion was made by Ms. Pertoso and seconded by Mr. Bowers. This will be added after the Treasurer's report as #6B. Motion Carried.

## Public Portion

No one from the public spoke.

## Motion to Approve Minutes of Meeting of August 21, 2017

There were not enough members present from the last meeting. Ms. Szewczyk said the minutes should be filed with the town clerk. A Motion to file with the Town Clerk was made by Mr. Butler and seconded by Mr. Bradshaw.

## Treasurer's Report

Mr. McLiverty said like everyone else, we are patiently waiting for some movement from Hartford. We appreciate the freeze as we clearly see a slowdown in the cash flow. This comes as a "kiss and a punch". I would publically like to acknowledge Dr. Conway; Derby is not losing a dime of revenue, as so many districts are losing millions of dollars. I would like to thank him for all his hard work. Now for the punch, we are asking for no new money to come out of the fund balance. I very strongly ask that we do not give any new money to anyone at this time. We are hovering at 5% and we don't know what's going to happen in Hartford. If we start taping into the fund balance, it will put us into a more difficult position. Please keep this in mind.

## Change the date of the Scheduled BOAT Meetings.

Ms. Szewczyk said we all need to agree to the change of the meeting date for the BOAT meetings. At one time, the BOA met twice a month, not they meet on the 4<sup>th</sup> Thursday, and we meet on the 3<sup>rd</sup> Monday. Things come to us for approval, which have not gone to the BOA for approval first, so we cannot approve, making this go another month. Ms. Szewczyk asked if any change would need a Charter revision. Mr. McLiverty pointed out to the board that if they changed the meeting date, every meeting to the end of the year would have to be a special meeting, not allowing any additions or changes to the agenda. Ms. Szewczyk suggested when the new board meets; they could adopt a calendar making the meeting after the BOAT meets.

Mr. Butler said he spoke to Mr. DiCenso the chairmen of the BOA and sees no problem with a change. An example is tonight Dr. Conway is looking for an approval for funding the Security for the schools, which he needs by October 2<sup>nd</sup>, and we can't approve this until the BOA says okay. Mr. Butler suggested a letter to the BOA and Mr. Bowers agreed so that this doesn't get held up for another month. Mr. McLiverty said that the board would just be approving the money to be put in for this expense tonight. If the BOA approves it, the money is in place. If they don't the money can be put back. Mr. Malerba wanted a decision from the Corporation Counsel to see if we can approve the money before the BOA approves it. Ms. Szewczyk said the decision should be put off until we hear from Corporation Counsel on how this board should proceed. She wondered if Corporation Counsel could attend the next meeting to discuss this,

### Budget Procedure, Status and Advisory-

Chief Narowski, presented to the board the reason he needed to have money moved into his budget. We lost our UPS (Uninterrupted Power System). That is the piece that goes from line power to generator power. If the lights go out, you lose everything. That's what happened to E911. I sent that out having no idea what we were going to get on the estimate. Our guess was anywhere between \$10,000 to \$500,000. I did an RFQ for the fix and the fix came in good at \$10,991. In the process of this, we had 3 catastrophic events, we lost 911 the UPS system, our computers, it damaged our in house video CCTV, our radio system and the most catastrophic, we lost the server which had all 15 years of data which included all HR policies, payroll, budgets, contracts, documents and historical documents. Everything was lost except for criminal records. It doesn't come cheap; it's going to be a forensic retrieval. There is a 95% success rate because of the way the data was stored. Unfortunately that cost is going to be \$9559.00, \$1000.00 just to see if the data is retrievable. The last piece of that puzzle is, if we fix the UPS, and we recover the data, we still need some place to put that data and restore it. I have several options. One is to create a virtual computer, which costs more in software than in hardware, I can create a hardware computer and I have different prices on that. The lowest cost is what I'm looking to do.

My total, outside of what I have paid already for overtime, vendor costs, everything to get to where I am now, I still need \$24,750.00. In the fund balance is \$14,725.00 which dropped down from last year's budget, and if I could get a release of \$4,200.00 from the Capitol Budget, which is for a server replacement. It's already allocated for this year. However because of the spending freeze, I will need this board to release that freeze for that \$4,200.00 so I can use it to restore the data. That's makes me \$5,825.00 short. Assuming that the board allows the rollover of the money from last year's budget, plus the capitol money, I will be about \$6,000.00 short which I can move in my budget from the Building Maintenance, hoping nothing else should happen. The good news is the UPS system was installed today, because it was an emergency. It will be going live tomorrow right before the storm and hopefully we will not a fourth catastrophic event, because we always lose power. The first cause of all this was the UI Company replaced a transformer, and they decided to do scheduled maintenance on the street, causing us to lose power. The question was asked what happens if you lose power, and the Chief said that would lose 911 and it would default to the state, we would lose our server, our radio and everything would have to be rebooted and we would have to call in ever vendor in the state and have to pay overtime.

Ms. Szewczyk asked Mr. McLiverty what part of the 5% would this involve and he said this would not affect that at all. This is part of the drop down, move over into the new budget.

A motion was made by Mr. Malerba and seconded by Mr. Carloni, to release \$4200.00 from the General Capitol Budget Account (3700-440-0446) To Account (3100-460-0463)

**Police Bldg Maintenance, Move \$14,725 from the fund Balance (6000-690-6918) to Account (3100-460-0463) Police Station Maintenance. Motion Carried.**

**A motion was made by Mr. Bower and seconded by Mr. Carloni to move \$5825.00 from the fund Balance to Account 3100-460-0463 To Police Station Maintenance. Motion Carried.**

**Dr. Matthew Conway addressed the board regarding a grant for security at the all the schools. This is a School Security Competitive Grant Program. In August the state sent out the notification of application for the 3<sup>rd</sup> round of Security Grant Funding. We have already been the recipient o significant amount of money from the first two rounds. Unlike other grants we have applied for, statutorily the state puts together a list of the wealth of the communities. Derby would have a matching reimbursement of 25.71% of what we receive and spend. They set up a schedule of reimbursements and matching schedules based on their lists. He gave each board member a list of work to be done at each school, what was involved in the process. The total cost of the grant is \$566,200.00. We as a City would be responsible for 25.71% of this which is a total of \$145,700.00, basically this would be approximately 25% of every \$100,000.00 spent. By October 2<sup>nd</sup>, 2017 Dr. Conway must send a hard copy of this proposal to the state. He wanted to be sure he had the approval of all the boards before he proceeded to apply for this grant. . After much discussion from the board, and discussing the list of work to be done, Dr. Conway said that the list could be toned down, this list was put together on the needs that they felt was needed. Mr. Malerba asked if this money was in the current state budget. Dr. Conway responded that this was money that was actually approved in 2013. This past July the state gave a one year extension to July, 2018 for the money to be spent Ms. Szewczyk asked at what point would the City have to kick in our portion, and Dr. Conway said by June 30, 2018. All of money must be spent by June 30, 2018 and all invoices would have to be sent to the state for reimbursement. Within 30 days of that date, all invoices must be paid. The question was asked what 3M window film was, and the answer was it is a protective coating, that can't be broken. This has been put in already in our schools. The question also was asked about cameras, and he replied there are some in the schools and they have been a great help. Chief Narowski also spoke about the list, that there are things on there that are needed, and some that could be put off. The Chief said he received the request in August around the same time the superintendent did and there asking for a response in two to three weeks for something that should take at least three months of investigation. Ms. Szewczyk asked we would have another opportunity to do this, and Dr. Conway replied that he thought this would be the last round for the public act, unless they do something in this coming session. Right now the money is on the table and the money will be divided among the communities who have the greatest needs and it must be spent by June 30, 2018. The Chief concurred**

that when you have a harmful event like that occur, you have policy window that opens and have legislation that creates this, and unless you have something like that happen again in the State of Connecticut, you will not see something like this happen again. It took us 20 to 30 years to catch up to where we should have been in security at this point in time in the state, and the policy window as bad as it was with Sandy Hook, is what opened up the opportunity. I would add that I'm not optimistic you will see this happen again with more funding. Dr. Conway added that this is the requested amount however based on the applications in the District and their needs, the approval could be less than this amount. This is a very competitive grant, and they will determine what you will get.

Ms. Sczewczyk said there is not a person on this board that doesn't want the best for all the children. Mr. Bradshaw said whatever the request is; it is not enough for the protection of the students. The board reviewed the list; Mr. McLiverty expressed his disgust with Hartford asking for something in August, to spend this money in June. Dr. Conway concurred. He also said, that once this is approved, you can't go back and ask for more money because the City found more, the only thing you can do is transfer the money between schools. Ms. Szewczyk said we just have to guarantee the money will be in a line item to pay these bills.

A motion was made by Mr. Malerba and seconded by Mr. Carloni, to approve the matching of the grant not to exceed \$175,000.00 and the City will be responsible for \$45,000.00. Mr. Carloni asked if the board could see a list of the work that will be done, however, both Dr. Conway and Mr. McLiverty concurred that this was something could only be discussed in Executive Session. Otherwise the public would be aware of what security was done and what wasn't. Motion Carried.

## 2016-2017

### From Balance Appropriation \$7,403.57

- From Account (001-6000-690-6918) Fund Balance \$7,403.57
- To Account (001-8600-240-0248) Storm Water Discharge PE \$7,403.57

Ms. Szewczyk thanked the gentleman for their patience. She said we would combine Items #8 and 10. Mr. Scott Adkin from the Anchor engineering Proposed Services addressed the board. He explained what his company does, and Ms. Szewczyk said the board requested him to come to explain the bills that were presented, and tell the board what was involved. What is involved in the bill for \$7,403.57, how this process works and what are we responsible to pay going forward. Mr. Adkin said that this bill included the Transfer Station and Public Works. He said after investigation, it was determined that any expenses for the transfer Station would be the responsibility of the Carting Company. \$943.69 was for the DPW, for sample, training and collections. \$6,459.88 was for EPA

requests for information and the responses, MS4 and EPA responses which are currently in the new plan. The bills for next year would be approximately \$3,800.00 per year. After discussion from the board, a motion was made by Mr. Butler and seconded by Mr. Bower to pay this bill from last year's budget. Motion Carried.

The bill for the \$41,800 was from June. This was to meet the EPA's request for sampling all the out falls. This bill goes to June of 2018. It includes lab services, real implementation. The DPW is doing a lot of the work, record keeping and documentation. They will review the existing ordinances working with the attorneys. Mr. Adkin said the City would be billed monthly, starting in September and October. A motion was made by Mr. Bradshaw. No one seconded the motion; Mr. Butler said he would not vote for this because it has to be first approved by the BOA first. A motion was made by Mr. Malerba and seconded by Mr. Bower to move \$20,000.00 from the fund balance to the Storm Water Discharge account. The Motion failed.

The board took a five minute recess at 8:45PM and reconvened at 8:50PM.

## **2017-2018**

### **Fund Balance Appropriation \$17,941.10**

- From: Account (8400-390-0391-000) Fund Balance \$17,941.10
- To: Respective Salary line items per Approved CBA \$17,941.10  
CBA with Public Works Union was approved at the August BOA Meeting

A motion was made by Mr. Butler and seconded by Mr. Bower. Mr. Coppola explained that this was already approved by the BOA. Motion Carried.

### **Fund Balance Increase \$88,347.36**

- From Account (001-6000-690-6918) Fund Balance \$88,347.36
- To Account (001-4100-330-0331) Motorized Equipment Maintenance \$88,347.30

A motion was made by Mr. Butler and seconded by Ms. Pertoso to purchase a trackless vehicle for Public works. Mr. Coppola explained that this money was dropped from the Fund Balance back into DPW's budget. The balance of \$9,000.00 will be billed monthly to him. The question was asked if this would hurt the Capitol fund, and answer was no. This money would remain in the Capitol Budget for someone else who needs it. The question was asked would it have been cheaper to fix the old machine, and the answer was

**“NO”; this new machine is a demo and has all the options, and comes with all the warranties of a new machine. Ms. Szewczyk said that the Capitol Planning Board should be notified that the \$88,347.34 is available to anyone that might have been refused.  
Motion Carried.**

**Adjournment**

**A motion to adjourn was made by Mr. Butler and seconded by Mr. Malerba. The meeting was adjourned at 9:08PM.**

**Respectfully Submitted,**

**Louise Pitney**

**Recording Secretary**

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