



**City of Derby  
Board of Apportionment & Taxation  
Joan Williamson Aldermanic Chambers  
MINUTES  
TUESDAY, FEBRUARY 17, 2015**

**James Butler –Chairman  
Lawrence Bussell  
Christopher Carloni  
Jason Cronk  
Richard Dziekan**

**Edwin Fiallos  
Carlo Malerba, Jr  
Sabatino Pollastro, Jr.  
Judith Szewczyk  
James Watson**

**Chairman James Butler opened the meeting at 7:05 pm with the Pledge of Allegiance.**

**Roll Call**

**Present were: Larry Bussell, James Butler, Christopher Carloni, Jason Cronk, Richard Dziekan, Edwin Fiallos, Carlo Malerba, Jr., Judith Szewczyk and James Watson.**

**Absent was: Sabatino Pollastro, Jr.**

**Additions, Deletions and Corrections to the Agenda**

**There were two additions to the agenda. #16-Transfers from the Registrar of Voters, and #17 Transfers from Youth Services. #16 will become #18 and #19 will be the adjournment.**

## Public Portion

No one from the Public spoke.

## Approval of January 20, 2015 Minutes

Mr. Malerba pointed out that there was one correction. On Page 6 he is listed as making the motion and seconding the same motion. The second was made by Mr. Bussell. Correction made, and a motion to accept the minutes with the correction was made by Mr. Watson and seconded by Mr. Carloni. *Motion Carried.*

## Treasurer's Report

Mr. McLiverty stated that he went to bond market this week to borrow the 7 million dollars, 1 million for Mr. DeFala to begin the road work, and 6 million dollars for WPCA to begin their projects. According to Bond Council, we have received the lowest rate in the bond market in the past 35 years, which was .0019%. I wish I had the authority to borrow more money at this rate. We will be going back in June to borrow again to continue these projects.

The 2013-2014 audit is complete and you will be getting this report by the end of the week. We had a surplus of \$723,000, which puts our fund balance at 6.3%, which is exactly between that 5 to 7% range which is perfect for us when we go to bonding in June, because our fund balance is adequately and appropriately funded. Our debt is a percent less that the operating budget, our pension is funded we continue to capital pay as you go, so we are on solid ground for a bond rating when we go to market.

As you know Tom Thompson is no longer with us, and I want to commend Maria and Barbara for the work they are doing in the Finance Office. Henry and I are splitting the duties of the office, Henry taking over the budget, and every month we will do the journal entries together so there is a separation of duties and once every month, I will sit with him to go over the journals to be sure everything is properly recorded. A couple of things are in play, once the ADP system is fully implemented, we will have a better understanding of Maria's time allocation. She presently is working on payroll 4 or 5 days per week, hopefully we can reduce this to 3 or 4 days per week. We started to implement the incumbent system where all the requisitions will be on line. This will reduce the time Barbara takes to do this manually. The Police Department and Public Works will be doing this

on line, and the rest of City Hall will still be done manually for now. Once these get implemented, we will be able to see what manpower is needed in that office, and what will be done about a new Finance Director. The last few weeks have been running smoothly. Please let me know if anyone has any questions. A motion was made to accept the Treasurers report by Mr. Malerba and seconded by Mr. Carloni. *Motion Carried*

**Working Balance (8400) Increase (\$300,000)**

- Increase (001-6000-620-6200-0000) PT/Internet & Lien Fees (\$300,000)
- Increase (001-8400-390-0390-0000) Working Balance (\$300,000)

A motion to accept was made by Mr. Watson and seconded by Mr. Bussell. *Motion Carried.*

**Revenue (6000) Increase (\$3,300)**

- Increase (001-6000-610-6000-0000) Miscellaneous Revenue (\$3,300)
- Increase (001-3200-150-0152-0000) Fire Watch (\$3,300)

A motion to accept was made by Mr. Bussell and seconded by Mr. Malerba. Mr. Butler explained that there were 2 checks from the Fire Watch to replenish this account. This was because of the storms. *Motion Carried.*

**Town Clerk (1300) Transfer (\$11,560)**

- From Account (001-8400-390-0390-0000) Working Balance (\$9,000)
- To Account (001-1300-480-0489-0000) City Preservation (\$9,000)
- From Account (001-8400-390-0390-0000) Working Balance (\$2,560)
- To Account (001-1300-480-0486-0000) Ordinances & Charter (\$2,560)

A motion to accept was made by Mr. Watson and seconded by Mr. Cronk. Mr. Butler explained that this was for the preservation to put all the records together and clean up the old files. Mr. Carloni asked what years they are. Mr. Domurad explained that this was part of the project that has already been done by the company that got permission from the State Library as to what could be saved and what could be destroyed. The bill for this will go to Capital Planning.

However Mr. Butler went on to explain that this information has to be put in a room with a locked door so that these records are secured. They are slowly consolidating all the records so that they can be put into the one spot. All the records at VARCA have been removed. Mr. Domurad explained that the second part of this project is to get shelves like in the Town Clerk's Office and Mr. Garofalo will be going to Capital planning for \$85,000 to cover this project. Mr. Butler went on to explain that if you were looking for a record, you had to go through boxes to find them. These records have been kept in the basement of the old City Hall where the fire range is, and people did not want to do down there. Mr. Carloni asked what years they would be checking and Mr. Butler thought they went back to the fifties. *Motion Carried.*

**Data Processing (1700) Transfer (\$4,200)**

- From Account (001-8400-390-0390) Working Balance (\$4,200)
- To Account (001-1700-470-0477-0000) Upgrades/New Equipment (\$4,200)

A motion to accept was made by Mr. Watson and seconded by Mr. Bussell. Mr. Malerba asked how many more upgrades there would be. Mr. Domurad explained that this money is to pay the last installment of the Derby web site, which is derbyct.gov. He added that the website contains all the information about what is going on in the city i.e., garbage pickup, complaints, problems, etc. Mr. Carloni asked if it would be updated every day, and Mr. Domurad said that Marc has already put in the meeting schedules for the entire year. Mr. Bussell asked if any emergency information will be put on the web site and Mr. Domurad said that eventually, the Fire Department, Police Department, as well as other departments will be inputting information directly. Mr. Bussell asked who was paying for the maintenance of this, and Mr. Domurad said this was still under discussion. *Motion Carried.*

**Employee Benefits (2400) Transfer (\$200,000)**

- From Account (001-8400-390-0390-0000) Working Balance (\$200,000)
- To Account (001-2400-270-0273-0000) Workers Compensation (\$200,000)

A motion was made by Mr. Malerba and seconded by Mr. Watson. Mr. Domurad was asked if these were all new cases and he responded that unfortunately that these were both. Hopefully this money will get us to May, this year were

hammered with so many cases. He added that WPCA had a number of cases and they paid out the fees. Mr. Carloni asked if this was taking a lot from their budget. Mr. Domurad added that the WPCA is a separate entity and we cannot use taxpayer's dollars to pay these bills. Mr. Domurad added we are trying to control the cases by increasing more safety features, how to lift, etc. Mr. Malerba asked if they should increase the amount needed in the next budget and the answer was yes. *Motion Carried.*

**Fire Department (3200) Transfer (\$10,500)**

- From Account (001-3200-270-0272-0000) Firemen Physicals (\$2,000)
- From Account (001-3200-460-0464-0000) Turnout Gear Repair (\$3,000)
- To Account (001-3200-150-0151-0000) Station Standby (\$5,000)
- From Account (001-3200-280-0280-0000) Educational (\$3,000)
- To Account (001-3200-330-0332-0000) Building Maintenance (\$3,000)
- From Account (001-3200-330-0330-0000) Tires (\$2,500)
- To Account (001-3200-330-0334-0000) Equipment Maintenance (\$2,500)

A motion to accept was made by Mr. Bussell and seconded by Mr. Carloni. Mr. Butler explained that he was responding for Mr. Kelleher who is still away. The monies need for the Station Standby was because of the storms we have had. The building maintenance was because of problems with the buildings and equipment. Mr. Malerba asked what problems there were with the equipment. Mr. Butler responded that with the cold, everything freezes, causing problems with the equipment. The fire on Mount Pleasant street, the cold caused a problem with the ladder. Engine 14 is back from the dealer. It is at Tracy's garage, and they will be doing the repairs. They have asked for an engineer to check this as this will be a 3<sup>rd</sup> unbiased person, so that no one will think because he is Derby he is making these decisions. The approximate cost for the repairs will be \$15,000, and when we have the money to pay the bill, he will take it; he can wait to be paid. They think the cause of the problem is that the air filter was put on incorrectly, and dirt got into the engine, The engineer thinks it is the design of the air filter. They chose an independent engineer in he event there is ever a law suit in the case. They are anxious to get this truck back into service, and is

the main reason why Tracy's garage asked for an independent engineer to look at this before he starts any work. Mr. Domurad stated that once they get an estimate, the monies will be put aside as parts must be purchased. *Motion Carried.*

**Public Works Department (4100) Transfer (\$12,000)**

- From Account (001-4100-380-0381-0000) Street Marking (\$4,000)
- From Account (001-4100-380-0387-0000) Care of Trees (\$3,000)
- To Account (001-4100-380-0380-0000) General Supplies (\$7,000)
- From Account (001-4100-380-0388-0000) Sidewalk Repairs (\$2,000)
- From Account (001-4100-390-0390-0000) Safety & Storm Water (\$3,000)
- To Account (001-4100-330-0330-0000) Garage Maintenance (\$5,000)

A motion to accept was made by Mr. Watson and seconded by Mr. Malerba. There was no discussion. *Motion Carried.*

**City Hall Maintenance (8100) Transfer (\$10,000)**

- From Account (001-8400-390-0390-0000) Working Balance (\$10,000)
- To Account (001-8100-270-0277-0000) Notices & Publication (\$10,000)

A motion to accept was made by Mr. Malerba and seconded by Mr. Cronk. Mr. Domurad said that these were notifications from the tax sale and back taxes. Ms. Szewczyk asked if there was any way that these could be done electronically, was there a law that said these publications had to be done by newspaper. Mr. Garofalo answered that was a very good question. In order to do these electronically, we would have to change the charter. It is different now, we put the information in for the New Haven County where there is circulation within the city. Before we had the Valley Gazette, now we only have the NH Register. The quickest way is to change the charter, and put it on the website. The need is to get this information out to more people. It is a major thing statewide and they are trying to deal with it in a larger way as it pertains to permanent documents. He added that the rest of the state is waiting to see what everybody else does. It is a waste of money; more people read the Valley

Independent Sentinel then actually get a physical hard copy. The Valley Times is no longer published. The Valley Gazette no longer has a hard copy. People are more likely to see a Legal Notice on line, but for us it is a bigger issue. Mr. Butler said that the state statute says the notice has to be filed and maintained. Mr. Garofalo added he asked Corporation Council and he said it has to be published. One way to reduce the cost is to put less information in the paper and say if you want a copy, to call. For example, elections, every town has to publish the same thing in a state election, listing all the candidates, the parties cannot be consolidated. Mr. Malerba asked if he would be increasing this in the next budget and his response was there is really no way to know what monies would be needed. *Motion Carried.*

**City Engineer (8600) Transfer (\$12,530)**

- From Account (001-8400-390-0390-0000) Working Balance (\$12,530)
- To Account (001-8600-240-0248-0000) Storm Water Discharge (\$12,530)

A motion to accept was made by Mr. Malerba and seconded by Mr. Malerba. Mr. Domurad said this was on the penalty on the storm drainage. *Motion Carried.*

**Registrar of Voters (1500) Transfer (\$6,035)**

- From Account (1500-390-0392-0000) Primary (\$35.00)
- To Account (1500-110-0110-0000) Wages (\$35.00)
- From Account (1500-390-0392-0000) Primary (\$6,000)
- To Account (1500-110-0115-0000) Election Wages/Ref (\$6,000)

A motion was made by Mr. Bussell and seconded by Mr. Cronk. There was no discussion. *Motion Carried.*

**Youth Services (6000) Transfer (\$1,500)**

- From (6000-230-0232-0000) Revenue Account (\$1,500)
- To (9200-460-0468-0000) Expense (\$1,500)

A motion was made by Mr. Malerba and seconded by Mr. Watson. Mr. Butler explained that a check had been received and was put in the revenue account and this was just to transfer it back to the Youth Account. *Motion Carried.*

**Executive Session (if Necessary)**

There was no Executive Session.

Mr. Garofalo asked if could please comment before the meeting was adjourned.

I just wanted to give you an update on the matching grant that you approved last month. This was for physical year 2015, one in April and one in September, which is the one we applied it to. We did apply for the early cycle in 2016 and that grant is in April. We will only be getting \$3000 this year, and this will affect next year's budget. It's the same match, on the grant with a fluctuating amount, which is based on how much money in property transfers we get. That money goes to the state and then comes back to us. Mr. Carloni asked what year he was talking about, and the answer was currently it is 1995, and the \$3,000 will go back to 1988. The cities match will be a little more than half approximately \$3,500 because there is one more volume. Mr. Malerba asked if he is planning to double this up, and Mr. Garofalo answered we cannot do that. You can only ask once, and you can't spend this until after this one is set up to be processed, and this doesn't go in until after July 1<sup>st</sup>. It actually works out because they will be more efficient. The money was never put in we did all the purge filing and indexing. There is no place to put this, what wasn't in there is the shelving. Mr. Carloni wanted to know why we were billed so late. Mr Garofalo said all this was approved by both the Board of Alderman and the Tax Board, but the money was never put into a line item.

**Adjournment**

A motion to adjourn was made by Mr. Malerba and seconded by Mr. Watson. The meeting was adjourned at 7:55 PM.

Respectfully Submitted,

**Louise Pitney**

**Recording Secretary**

City of Derby  
Board of Apportionment & Taxation  
February 17, 2015

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