



**City of Derby  
Board of Apportionment & Taxation  
MEETING  
FEBRUARY 16, 2016  
7:00pm  
JOAN WILLIAMSON ALDERMANIC CHAMBERS**

Howard Bradshaw  
James Butler  
Christopher Carloni  
Carlo Malerba, Jr.  
Shirley Miani

Louis Oliwa  
Rose Pertoso  
Sam Pollastro, Jr.  
Phyllis Sochrin  
Judy Szewczyk, Chairperson

Ms. Szewczyk opened the meeting at 7:02 PM with the Pledge of Allegiance.

**Roll Call**

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

**Absent:** Mr. Butler, Ms. Miani and Mr. Oliwa.

**Additions, Deletions and Corrections to Agenda**

Mr. Coppola said there are 2 deletions, #12 City Engineer, and #13 City Hall Maintenance. A motion was made by Ms. Sochrin and seconded by Mr. Malerba to delete these two items. Motion Carried.

There was one addition, a request from the Pop Warner Cheerleaders for money to purchase rings for the championship teams. A motion was made by Mr. Bradshaw and seconded by Mr. Carloni. This would become Item #13 on the agenda. Motion Carried.

Mr. Garofalo wanted the members to be sure they had the correct agenda, as he was able to add his request in time for the meeting. He is item #14. Board members did not have the correct agendas, so Mr. Garofalo made copies for everyone.

#### Public Portion

No one from the public spoke.

#### Motion to Approve Minutes of Meeting of January 16, 2016

A motion was made by Mr. Bradshaw and seconded by Mr. Carloni. Mr. Malerba said there was one correction. At the end of the Revenue request for insurance reimbursement checks, it should be noted the board did want it noted that the Finance Director will give them updates on whatever reimbursement checks are received, and how the money was used. The minutes were approved with this correction. Motion Carried.

#### Treasurer's Report

Mr. McLiverty was not present.

#### Building Inspector (6100) Transfer (\$8,000.00)

- From Account (001-6100-110-0117) Assistant Building Official (\$8,000.00)
- To Account (001-6100-310-0310) Supplies (\$8,000.00)

Requesting to move money to purchase computers.

A motion was made by Mr. Carloni and seconded by Mr. Malerba. Ms. Pertoso questioned the purchase of 2 new computers when she thought that new computers were purchased for all of City Hall. Mr. Bradshaw asked if this was for hardware or software and the answer was hardware. Mr. Carloni thought \$8,000.00 for 2 new computers was a bit excessive. Mr. Malerba suggested that this matter be tabled until the next meeting and have the Building Inspector come to the board with some explanations. A motion to table this until the next meeting was made by Mr. Malerba and seconded by Mr. Pollastro. Motion Carried.

#### Fire Department (3200) Increase (\$1,400.00)

- Increase Account (001-6000-690-6930) Fire Watch Reimbursement (\$1,400.00)
- Increase Account (001-3200-150-0152) Fire Watch (\$1,400.00)

To add an insurance reimbursement check to revenue and to the expense side.

A motion to accept was made by Mr. Malerba and seconded by Mr. Pollastro. Mr. Coppola said the reimbursement check had been received. Motion Carried.

### Miscellaneous Capitol

- From Account (001-2500-110-0113) Finance Director Wages (\$25,000.00)
- To Account (001-8400-390-0391) Special Working Balance (\$25,000.00)
- From Account (001-8400-390-0391) Special Working Balance (\$25,000.00)
- To Account (001-3700-440-0446) General Capital (\$25,000.00)

Transfer to pay contractor for additional work performed at Storms Firehouse.

A motion was made by Ms. Sochrin and seconded by Ms. Pertoso.

Mr. Coppola stated that the engineer had not calculated the job properly, resulting in the work having to be redone. Mr. DiGiovanni, the contractor was in attendance and was asked to explain what had happened. He said the engineer originally had the apron at 6 inches high. Mr. DiGiovanni called the engineer several times to tell him this was wrong, and the engineer said to go ahead. When the work was finished, it was found that the apron was too high, and when the fire truck would drive out the building, it would hit the apron, thus destroying it. He said the engineer would accept the responsibility of the work having to be done over.

Mr. DiGiovanni was paid according to the original contract, however, he has been waiting since November for his payment for the additional work that had to be done.

After much discussion, a motion was made by Mr. Pollastro and seconded by Mr. Carloni, to table this until the end of the meeting, when they could get Mr. DiCenso and or Mayor Dugatto who were attending another meeting in the building to give the board further information. Motion Carried.

### Request for Money for Purchase of Rings for Championship Cheerleaders (\$3,822.0)

- From Account (001-5600-270-0004) C-Med (\$2,800.00)
- From Working Balance (8400-390-0390-0000) (\$1,002.00)
- To Account (001-8200-460-0469) (New Line Item) Cheerleaders Championship Rings (\$3,822.00)

A motion was made by Mr. Malerba and seconded by Ms. Sochrin. Mrs. Olenoski explained to the board that the President had resigned and left her and the other vice president with the task to complete the request for the purchase of the rings for the 26 cheerleaders that had won their championships. They had gone to the Board of Alderman, who approved the purchase, but told them they had to go to the tax board for the necessary funds. They went to Mr. Garofalo who told them it had to be put on the agenda, the board congratulated the cheerleaders on their accomplishment. Motion Carried.

--Mr. Garofalo asked if it would be okay for the board to move his request to the next item as he had to attend another meeting. The board agreed.

### Town Clerk –Allocate funds for Elections Training Certification (up to \$1,600.00)

A motion was made by Ms. Sochrin and seconded by Mr. Bradshaw. Mr. Garofalo presented a copy of his letter to all the members. He explained that he would like to attend the classes for certification as the Registrar of Voters must take. His reason was that the Town Clerk and the Registrar of Voters work together for all the elections and therefore it would make sense to have a backup person certified who is already working on the Election Process. He explained that there are 8 modules and the cost would be \$1600.00. He has money in his budget that would cover this expense. He has money left from the hiring of the new assistant town clerk and he could move this money into his education budget to cover the expense. After

discussion, the vote was taken and the motion failed. Mr. Bradshaw, Mr. Carloni, Mr. Malerba, Jr., Ms. Pertoso, Ms. Sochrin and Ms. Szewczyk voted in favor. Mr. Pollastro was opposed.

**Senior Center (6800) Transfer (\$5,310.00)**

- From Account (001-6800-110-0110) Executive Director (\$5,310.00)
- To Account (001-6800-460-0460) Building Operations (\$5,310.00)

Covers the cost of the purchase and installation of a new door at the Senior Center.

A motion was made by Ms. Sochrin and seconded by Mr. Bradshaw. Mr. Carloni asked what happened to the insurance money received when the car went through that door. No one had an answer. After discussion, the board thought the cost was a little high. It was agreed that this should be tabled until the next meeting, and the Senior Center should come back to the board with 3 quotes which would include the one that was received. Ms. Sochrin and Mr. Bradshaw withdrew their original motion, and the motion was made by Mr. Malerba and seconded by Ms. Pertoso that the Senior Center come back with the 3 quotes for the replacement of the front door. Motion Carried.

**Miscellaneous Capital (3700) Increase (\$18,435.00)**

- From Account (001-8600-150-0151) City Engineer Services (\$18,435.00)
- To Account (001-3700-440-0446) General Capital (\$18,435.00)

Transfer to pay contractor for additional work performed at Storms Firehouse.

Mr. DiCenso and Mr. McLiverty came from their other meeting to help explain the money Transfer request to pay Mr. DiGiovanni.

Request #9 was changed to #12, and we continued the meeting with the Miscellaneous Capital request for \$18,435.00 and continued the discussion of Miscellaneous Capital for The amount of \$25,000.00.

Mr. DiCenso explained he was in attendance when the discussion took place where the Engineer said he was at fault with the specs for the work at the Storm Ambulance Building. There was nothing put in writing. He said that he felt Mr. DiGiovanni had waited since the end of November and should be paid for his services. He went on to say that Henry and Anita were working to get the money from the Engineering Group. A motion was made by Mr. Malerba and seconded by Ms. Pertoso to get something in writing. After further discussion, Mr. Carloni and Ms. Pertoso withdrew their motion. A motion was made by Mr. Pollastro and seconded by Mr. Carloni to approve the motion to pay Mr. DiGiovanni what is owed to him, a total of \$43,435.00. Mr. DiGiovanni asked when he could expect the check and Mr. McLiverty said the check would be cut by the end of the week. The board would still like to see something in writing, so there will be something on file why this was approved. Motion Carried.

Ms. Szewczyk asked for a motion to adjourn, but Mr. Malerba asked if we could re-open the Additions to agenda and add the budget overview dates, etc. A motion was made by Mr. Malerba and seconded by Mr. Carloni to reopen the additions.

### **Budget Workshop**

Ms. Szewczyk went over the dates, and the board's expectations from each department. She would be preparing a spreadsheet showing everyone's budget. She does not need the 10 copies of each budget, one copy from each department would be sufficient, she then would put all the information into a spreadsheet. They will review all the budgets and then determine whether or not that department will be called to come before the board to give explanations. The board will meet every Tuesday and Thursday, hoping to complete everything by the end of April. She also said she is sending out letters to the City Wide Agencies and the Health Services for them to explain exactly what they use the money for. Hopefully we will finish by end of April, and in May there will be the public hearing on the budget and then the final budget.

There are certain departments that will be coming before the board, and they include The Board of Education, Police Department, Fire Department, Public Works and the Mayor's Office. Other departments will only be called in if there are drastic changes to their budgets, or something that is questionable.

Ms. Sochrin asked if there was anyway we inform the departments that if they are requesting money, they must appear before the board to any questions that may come up.

### **Adjournment**

A motion to adjourn was made by Mr. Pollastro and seconded by Mr. Carloni. The meeting was adjourned at 8:35 pm. Motion Carried.

Respectfully Submitted,

Louise Pitney

Recording Secretary

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