



**CITY OF DERBY  
BOARD OF APPORTIONMENT & TAXATION MEETING  
JULY 18, 2016  
7:00 PM  
JOAN WILLIAMSON ALDERMATIC 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. Ms Scewczyk asked if anyone knew when the first Pledge of Allegiance was recited, no one was sure.**

**Roll Call**

**Present: Mr. Bradshaw, Mr. Butler, Mr. Carloni, Mr. Malerba, Ms. Miani, Ms. Pertoso, Ms. Szewczyk and Mr. Pollastro (arrived late).**

**Absent: Mr. Bowers and Ms. Sochrin.**

**Additions, Deletions and Corrections to Agenda**

**Mr. Coppola asked for the following changes to be made:**

- **Delete Item #8, as this is a duplication of the request from the Town Clerk.**
- **Correct the Library Grant in Items #9 and #13 to read \$5,634.33, not \$5,364.33.**
- **Mr. Coppola added that the green bar sheets will now include the Revenue every month.**

**A motion to accept these changes was made by Ms. Pertoso and seconded by Ms. Miani. Motion Carried.**

Ms. Miani asked to add the discussion of the budget process for next year's budget to the agenda. A motion was made by Ms. Miani and seconded by Mr. Carloni. Motion Carried.

#### Public Portion

Mr. Phil Martino of Prairie Avenue spoke regarding his property tax being increased \$500.00. He feels the city should do something for seniors that are a fixed income, giving some kind of tax break for seniors. Ms. Szewczyk said the tax board could not make those decisions that he should talk to the Board of Aldermen. Mr. DiCenso from the Board of Alderman was present and suggested Mr. Martino speak to the board.

Mr. Marc Garofalo, Town/City Clerk asked the Board to pause for a moment of silence in memory of Mr. Pat DeRosa who had passed away. He had run for Mayor of the city, and also had been a member of the tax board and was very active in the City of Derby.

Mr. Garofalo also added that the Pledge of Allegiance was first recited in 1892, and became official in 1945. The phrase "Under God" was added in 1954. Ms Szewczyk thanked Mr, Garofalo who admitted he "googled" it to get the answer.

Public Portion was closed.

#### Motion to Approve Minutes of Meeting of June 20, 2016

A motion to approve the minutes was made by Mr. Bradshaw and seconded by Mr. Malerba. Mr. Butler abstained as he was not present at the meeting. Motion Carried.

#### Treasurer's Report

Mr. McLiverty said regarding the sewer projects for the 2 pump stations, Burtville and Division Street South, the bids should be in by the end of the month. In August the assessment review will be done with the possibility of the award with construction starting in September or October.

Shared Services had its first meeting last week with the next meeting to be held on Tuesday, August 16<sup>th</sup> at 6:00 PM. They will be bringing in different departments starting with the Police Department and Public Works. They will asking what services they provide and if there is anything that can be shared with other communities. The committee will be meeting with each Department, one by one, and will be reaching out to other towns to see where we can share services. Ms. Szewczyk questioned if she was still a member of the committee as she had not received any notice of the meeting. Mr. McLiverty said that everyone was "doodled", but he would be sure to notify her of the meeting.

#### 2015-2016 Budget

- Increase (001-6000-690-6952) Outside Police Work \$7,728.08
- Increase (001-270-0271) Police Pension \$7,728.08

A motion to accept was made by Mr. Pollastro and seconded by Ms. Pertoso. Mr. Coppola explained that this was because of the change in the monthly contribution. Motion Carried.  
Increase Revenue (6000-690-6918) \$17,309.14

These increases are from the 2015-2016 Balances from the following accounts:

- Police Overtime Wages (001-3100-120-0120) \$3,000.00
- Sidewalk Repairs (001-4100-380-0388) \$4,317.20
- Youth Services Program (001-9200-460-0468) \$4,357.61
- Library Grants (001-5500-360-0360) \$5,634.33

The department heads are asking that the funds be moved from the Fund Balance to the same line items in the 2016-2017 Budget as stated below. These are all bills that came in after the deadline. The money was in the budget and now has to be moved from the Fund Balance to the various accounts.

A motion to accept was made by Mr. Butler and seconded by Ms. Pertoso. Motion Carried.

A motion was made by Mr. Carloni and seconded by Ms. Bradshaw. Mr. Coppola explained the board that the next 4 items were a repeat of the transfers listed above. The board approved all four changes. Motion Carried.

Appropriate from Fund Balance \$3,000.00

- From Account (001-6000-690-6918) Fund Balance \$3,000.00
- To Account (001-3100-120-0120) Police Overtime Wages \$3,000.00

Appropriate from Fund Balance \$4,317.20

- From Account (001-6000-690-6918) Fund Balance \$4,317.20
- To Account (001-4100-380-0388) Sidewalk Repairs \$4,317.20

Appropriate from Fund Balance \$4,357.61

- From Account (001-6000-690-6918) Fund Balance \$4,357.61
- To Account (001-9200-460-0468) Youth Service Program \$4,357.61

Appropriate from Fund Balance \$5,634.33

- From Account (001-6000-690-6918) Fund Balance \$5,634.33
- To Account (001-5500-360-0360) Library Grants \$5,634.33

Increase Town Clerk Revenue and Appropriate 2015 and 2016 Library Grant and Matching City Funds

- Appropriate \$5,000,00 from 2015 Grant

- Carry over \$5,000.00 from 2014-2015 Budget for matching 2015 Funds
- Appropriate \$3,600.00 From 2016 Grant
- Approve carry over and transfer of funds between line items to finalize expenditures on electronics record project

Mr. Garofalo explained to the board that there are 3 cycles of grants combined for the scanning and digitizing of the land records from the present back to 1974. The images go back to 2002. We were trying for a better price, and the money was never carried over to last year's budget. The grants were \$5,000.00 and \$5,000.00 and the grants and matching funds from the city was \$3,600.00 at the end of 6.30.16, and the \$3,600.00 was put in the budget for this year. The grant money hasn't been booked the last 2 times. The total of \$8,600.00, the grant money and the money appropriated must be re-appropriated. The total amount if \$17,200.00 is in the Fund Balance, one-half is grant money and the other half is budget. Mr. Garofalo was questioned why the money was not used when the grant was issued and he explained that he was trying to get a better price from the vendor and the state is aware that we are combing the grants to get a better price. Mr. Garofalo suggested a new line item be created to avoid any confusion, and he is hoping to catch up to 1974 and is trying to stretch as much as he could. The next phase will be done in smaller increments 1974 back to 1965. He said that project is done by working backwards. By doing this the city should receive more revenue, because this will be on line and the people will not have to come to check line records, it can all be done on line, and we will still receive the revenue from the requests. Mr. Coppola said he would prefer to keep everything in the existing line item rather than create a new one. Mr. McLiverty suggested the board treat this the same, just moving the money from the Fund Balance to the Town Clerk line item.

The break down for the transfer is :

- \$5,000.00 From 2015 Grant
- \$5,000.00 Matching City Funds for 2015
- \$3,600.00 From 2016 Grant
- \$3,600.00 Matching City Funds in current budget.  
Totaling \$17,200.
- Transfer from Account (001-6000-690-6918) \$17,200.00
- Transfer To Account (001-1300-480-0488) \$17,200.00

A motion to accept was made by Ms. Pertoso and seconded by Ms. Miani, Mr. Pollastro cast a no vote and a Roll call was taken. Mr. Bradshaw, Mr. Butler, Mr. Carloni, Mr. Malerba, Ms Miani and Ms. Szewczyk voted YES, Mr. Pollastro voted NO. Motion Carried.

#### Discussion on the 2018-2019 Budget Process

Ms. Miani wanted to discuss the budget process for the next budget and how the board could decrease every department. They were various suggestions on to try to decrease, either by dollar amount, or decrease by percentage across the board in each department. Mr. McLiverty stated that our state revenue may also be cut next year and this should be kept in mind when making any decision. After a very lengthy discussion, the board asked Mr. McLiverty and Mr. Coppola if they could look at the variable and fixed expenses from

**this year's budget to see where cuts might be able to be made and what would be the impact on people. The cuts suggested were \$750,000, 1 Million and 1 ½ Million dollars.**

**A motion was made by Mr. Malerba and seconded by Mr. Carloni that this information be brought back to the board for the August meeting. Motion Carried.**

**Adjournment**

**A motion to adjourn was made by Mr. Butler and seconded by Ms. Pertoso. The meeting was adjourned at 9:09 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.**