



**CITY OF DERBY
BOARD OF APPORTIONMENT & TAXATION
FEBRUARY 21 2012**

Pledge of Allegiance

The meeting was called to order at 7:00 p.m. by Chairman James Butler. All rose and pledged allegiance.

Roll Call: James Butler, Judy Szewczyk, Daniel Sexton, Carlo Malerba, Jeremy Bell, David Anroman, Carolyn Duhaime, Anifa Dugatto, Jason Cronk and Richard Dziekan.

Also Present: Finance Director – Henry Domurad, City Treasurer - Keith McLiverty, Chief of Police Jerry Narowski, Administrator WPCA - Denise Cesaroni and Registrar of Voters – Louise Pitney.

Additions, Deletions & Corrections to the Agenda

There are two additions.....Louise Pitney for primary funding, and Police Chief Jerry Narowski regarding overtime.

Public Portion

Dan Waleski - 21 Elm Street. Mr. Waleski questioned the need to allow the Finance Director to move money within department 4200 through the end of the fiscal year to pay invoices. Chairman Butler stated it is done routinely at this time of year.

Public Portion closed.

Approve January 17 2012 minutes

A MOTION to approve by Mr. Sexton with a second by Mr. Bell, all in favor, **motion carried.**

Treasurer's Report

Mr. McLiverty stated the City is getting ready for the Board of Assessment Appeals from the recent revaluation, there are about twenty appeals coming forward. Mr. McLiverty stated when the City goes from the current mil rate to the new mil rate after the revaluation that it be an apples to apples comparison, so that people will know exactly what the mil rate would be with the new valuation.

Sometimes towns publish it after the budget or until after the appeals are done; Mr. McLiverty feels Derby should do it first prior to the appeals and then after the appeals. This way when the budget is done, if there is a one or two mil or half mil increase, people will see it the way it truly is, not washed up with the reval.

Mr. Butler agreed for instance an old 28 mil rate versus a new 30 mil rate is really the same amount of money coming in and only that the valuation has changed.

Mr. McLiverty is also watching the state revenue for this year and next year to see if there is any impact from the state. Transportation grants will be cut next year, but Derby will also be getting additional money for ECS (Education Cost Share). If the state doesn't change anything else and Derby gets the additional ECS, Derby will be ahead. We have to watch if the state doesn't fund ECS at 4 1/2 or if they reduce the non public transportation...but Derby seems to be benefitting right now.

City / Town Clerk

Transfer \$367.00 from 1300-480-0489 "City Preservation Current" to 1300-280-0280 "Education"
A MOTION to approve by Ms. Duhaime with a second by Mr. Sexton, all in favor, **motion carried.**

Data Processing - Fund additional computer help

Transfer \$2,750.00 from 8400-390-0391 "Special Working Balance" to 1700-430-0430 "Computer Consulting"
A MOTION to approve by Ms. Duhaime with a second by Mr. Bell, all in favor, **motion carried.**

Employee Benefits - Shortfall in Workers Compensation Line

Transfer \$50,000.00 from 4200-230-0235 "Street Lights Electricity" to 8400-390-0390 "Working Balance"
Transfer \$50,000.00 from 8400-390-0390 "Working Balance" to 2400-270-0273 "Workers Compensation Insurance"

A MOTION to approve by Ms. Duhaime with a second by Mr. Malerba, all in favor, **motion carried.**

Electricity - Allow Finance Director to Move Money within Department 4200 through the End of the current Fiscal Year to pay Invoices

A MOTION to approve by Mr. Bell with a second by Ms. Szewczyk, all in favor, **motion carried.**

City Hall Maintenance - Fund Replacement of City Hall outer Doors – parking lot side

Transfer \$5,000.00 from 8100-230-0233 "Gas / Oil New City Hall" to 8100-340-0340 "City Hall Repairs"

A MOTION to approve by Mr. Dziekan, second by Mr. Cronk.....

Mr. Domurad said the doors have been problematic for over a year with the locking hitch.

The City got a price from Derby Glass for \$4,988.00 to replace along with quotes to repair, Derby Glass recommends the replacement of the doors,

Ms. Duhaime is concerned the Tax Board will decide on which quote and would like a recommendation from someone, this is not the Tax Board's role..... Mr. Domurad stated normally the Finance Committee would make a recommendation.....

Mr. Butler stated the board is only transferring money from one line item to another line item.....

Mr. McLiverty stated the quote is under 5,000, normally the Finance Committee will look at the prices and make a recommendation.....

all in favor.....Mr. Bell, Mr. Sexton, Ms. Duhaime and Mr. Malerba are opposed, the motion fails.

A MOTION by Ms. Duhaime with a second by Mr. Sexton to approve the transfer pending the recommendation and approval by the Finance Committee, all in favor, **motion carried.**

Fund Shortfall in Employee Committee Secretary line item

Transfer \$1,000.00 from 8100-480-0456 "Copy Machine Leases" to 8100-110-0112 "Employee Committee Secretary"

A MOTION to approve by Mr. Malerba with a second by Mr. Bell, all in favor, **motion carried.**

Transfer \$900.00 from Special Working Balance 8400-390-0391 to Temporary Services to 1100-110-0119

A MOTION by Mr. Dziekan with a second by Mr. Cronk to add; "fund the Temporary Service for the Mayor's Secretary, all in favor, **motion carried.**

A MOTION to approve the transfer by Mr. Dziekan with a second by Mr. Malerba, all in favor, **motion carried.**

City Wide Agencies - Fund Maybrook Railroad License Agreement for current fiscal year

Transfer \$715.47 from 8400-390-0390 "Working Balance" to 8200-380-0387 "Railroad License Agreement"

This is for the foot bridge over the railroad tracks on the greenway. Derby has to rent the space to go over the tracks.

A MOTION to approve by Mr. Malerba with a second by Mr. Sexton, all in favor, **motion carried.**

Engineering - fund shortfalls in PZC & I/W Engineering Services line items

Transfer \$3,000.00 from 8600-150-0151 "City Engineer Services" to 8600-150-0161 "PZC Engineer Services"

Transfer \$3,000.00 from 8600-150-0151 "City Engineer Services" to 8600-150-0162 "IW Engineer Services"

A MOTION by Mr. Dziekan with a second by Ms. Dugatto, all in favor.....Roll Call: Mr. James Butler - yes, Judy Szewczyk - no, Daniel Sexton - no, Carlo Malerba - no, Jeremy Bell - yes, David Anroman - yes, Carolyn Duhaime - no, Anita Dugatto - yes, Jason Cronk - yes and Richard Dziekan - yes, **motion fails.**

A MOTION by Ms. Szewczyk to have Mr. Philip Robertson at the next meeting for a presentation explaining this item what backs it up, its precedence and what the current system is used for engineering billing, second by Mr. Malerba, all in favor, **motion carried.**

Water Pollution Control Authority (WPCA) discussion and possible action on paying the WPCA a portion of the Housing Authority PILOT Money received by the city

The WPCA is entitled to a portion of the annual City PILOT from the Derby Housing Authority at 15% calculated at a percentage of the last three years (2010, 2009 & 2008) or \$5,832.15 for the July 2010 sewer fees.

Ms. Cesaroni would like this to be granted from where the request was calculated for the July 2010 sewer fees and going forward (and not any years prior to that).

A MOTION by Ms. Szewczyk with a second by Ms. Dugatto to approve the transfer of \$5,832.15 from the electricity account 4200-230-0238 electricity to working balance 8400-390-0390 and from working balance 8400-390-0390 to a new line item under City Wide Agencies 8200 "WPCA Housing Allocation", all in favor, Ms. Duhaime is recused, **motion carried.**

Registrar of Voters Primary Funding - \$6,300.00

There is a primary on 4/24/12. **A MOTION** to approve \$6300.00 by Ms. Dugatto with a second by Mr. Malerba from working balance to 1500-3900-0393.

Police Department Overtime

Chief Narowski gave an overview of overtime costs for the current fiscal year costs and the upcoming fiscal year costs.

The department is currently \$30,000 overspent in overtime, down from \$42,000.00 overspent. The department has been working diligently with internal controls to try to keep the overtime down.

Discretionary overtime has been eliminated. The department calls out and brings people out for service for significant events.

Every time a police officer takes off it costs \$400.00 a day to replace him. Derby is dramatically understaffed.

The department has canceled its training.

There are a number of factors that have brought us to this point.

Vacation time.....prior to the 09-10 fiscal year officers took their time based on fiscal year, Unfortunately, the employees have been hording time until May or June.

The last contract had vacation time staggering on anniversary years, which eliminated the end of the year hoarding time.

Unfortunately, it created a new problem....in a fiscal year, an officer can take all his time at the end of one year and advance his time at the end of another year and take two years worth of time in one fiscal year....kind of impossible to budget for.

In 2009-2010, there were 550 vacation days available to take, however, only 383 days were taken, vacation days were prorated and were extended beyond that year.

In 2010-2011, the officers took 451 days, leaving another 100 days banked.

Currently, in the first seven months the officers took 416 days, more than in the fiscal year prior to that.

There is still 470 days that officers can take on the books this remaining year.

The department has gone from budgeting 550 days to a potential 900 days.

In 2009-2010, the department's budget was \$395,000 in overtime and \$333,000 was spent. This was reported as new found efficiencies by the former Chief. The officers didn't take vacation time, and was moved the liability into the next year.

In 2010-2011, the department was funded \$351,000 in overtime because the \$333,000 was viewed as being more efficient and only budgeted for a reasonable increase.

Last year, Chief Narowski informed the BoAT the department would exceed the overtime number. The department spend \$374,000. On top of that there was a 4% wage increase and the department was funded \$366,000. Chief Narowski believes the yearend total spent will be \$405,000, with a \$30,000 to \$40,000 potential liability.

Chief Narowski will try to save \$20,000 contingency in training, transfer everything possible, but 94% of the department budget is payroll. The problem is there are three people out.

There is an officer out sick with an anticipated return date of six months. The officer went two months into the healing process and got reinjured. The sick leave will be extended into the next fiscal year.

Two police officers are out on workers compensation. They are anticipated with a four to six month recovery time, going into the next fiscal year. Overtime will be needed cover.

Ten years ago, the City was insured for payroll for workers compensation. If someone was hurt, the department got money back and rolled it into the overtime. Now, the department is expected to absorb the cost.

This year, there will be a \$20,000 contingency in training, there could be possible lay offs of the supernumerary force, transfer other division officers off patrol, close down the detective bureau and admin division and put them on patrol.

The Chief currently has five people eligible for retirement. If these people walked out the door on top of the three currently out, the department would be decimated and another \$200,000 wouldn't even cover the budget.

Unused sick time is rolled over and gets paid out at retirement. The estimated liability for next year is \$736,000. Two officers have given notice of retirement which will cost \$94,000. There are another three officers whose liability is \$209,000, which is unfunded and is a City liability.

Current overtime funding is 18% of the department salary line. If adequately funded to make the year, 20% of the payroll line will be overtime. The average overtime in other towns is 10.5%. Derby is double the amount of overtime, due to understaffing. The department is paying time and a half to put police officers on the road.

Review and Discussion on 2012-2013 Budget Session Schedule

Chairman Butler distributed the March schedule.

Adjourn

A MOTION to adjourn by Mr. Bell with a second by Mr. Sexton. The meeting adjourned at 8:25 p.m.

Respectfully Submitted,

*Denise Cesaroni
Recording Secretary*