



**CITY OF DERBY**

**BOARD OF APPORTIONMENT & TAXATION MEETING**  
**MINUTES**  
**OCTOBER 21, 2019**  
**7:00 PM**  
**JOAN WILLIAMSON ALDERMATIC CHAMBERS**

**Jerry Borrelli**  
**Ray Bowers**  
**James Butler**  
**Christopher Carloni.**  
**Robert Forte**

**Carlo Malerba, Jr.**  
**Shirley Miani**  
**Rose Pertoso**  
**Sam Pollastro**  
**Judy Szewczyk, Chairperson**

**Ms. Szewczyk opened the meeting at 7:00 PM with the Pledge of Allegiance.**

**Roll Call**

**Present:**       **Mr. Bowers, Mr. Butler, Mr. Carloni, Mr. Forte, Mr. Maleba, Ms. Miani,**  
**Ms. Pertoso and Ms. Szewczyk**

**Absent:**       **Mr. Borrelli and Mr. Pollastro**

### Additions, Deletions and Corrections to the Agenda

Mr. Coppola wanted to add a transfer to the agenda. Transferring \$915.04 from the Working Balance to the line item for City Owned Property, A motion was made by Mr. Malerba and seconded by Mr. Butler. Motion Carried.

Under Item #10, remove the word "Special" and just show the transfer from the Working Balance.

Mr. Butler asked Mr. Coppola if it were possible to:

- Provide a running balance each month of the Fund Balance
- Have the Board of Education provide the board with a total bottom line of all income and expenses.

Ms. Szewczyk if Mr. McLiverty could include this information in his Treasurer's report.

### Public Portion

No one from the public spoke.

### Motion to Approve Minutes of September 16, 2019

A motion was made by Mr. Butler and seconded by Mr. Carloni to put the minutes on file as all members were not present from that meeting. Motion Carried.

### Treasurer's Report

The City is continuing to work on the 8-point plan. The Board of Alderman have pre-approved the Tax Sale. Mr. McLiverty said that contrary to the rumor that some of the politicians are saying, the City is NOT being taken over by the State. They have called the State to confirm this, and also, the board is not raising the taxes every year as is being stated. AS far as the Fund Balance, it could be a month behind. The accruals take place at the end of every quarter. They will be able to give an estimate. The BOE did not overspend their budget. The City never book the grants received by the BOE, they manage everything, we receive them and pass them through to the Board. We fixed the problem with 2016/2017 revenue side, and the 2018/2019 double booking. The BOE got all the money and everything was fixed.

Ms. Szewczyk asked that come February and March of 2020, how will we know how much money the city has for the budgets? Mr. McLiverty will be presenting a dash board at the next meeting and will do this monthly. Mr. McLiverty said The January report will show where we are. Mr. Malerba asked about the tax collection, and Mr. McLiverty said

that our collection is at around 53.4%, which is normal for Derby. He also asked about the WPCA fee, and Mr. McLiverty explained that the infrastructure is old and in need of repair and that is why the usage fee was increased.

Mr. McLiverty recommended that the Board approve Dr. Conway's proposal regarding setting up the non-lapsing account for funds.

#### **Budget Procedure, Status and Advisory**

Dr. Matthew Conway discussed setting up a non-lapsing account for funds not spent by June 30, 2019, which Connecticut General Statute 10-248a authorizes. This can only be done, at the discretion of the Finance Board, to create such an account. Dr Conway explained to the Board that the money they are talking about would be funds for Special Education. He went on to explain the number of students that come and go from this program. They would be putting 1% of their budget into this account. It would not exceed this percentage. After much discussion, a motion was made by Ms. Pertoso and seconded by Mr. Forte as follows: " We will take advantage of Connecticut Statute #10-248a, which allows us to open a new non-lapsing account for funds, not spent by the Board of Education by June 30<sup>th</sup> of each year. This is to be placed in this account and not to exceed 1% of the total operating budget and at such time, to look at the unexpended funds, with the approval of the tax board and for Special Education reasons and only to be looked at once their actual budget is exhausted and the last recourse is only for Special Education and is visible to what is being done." Motion Carried.

#### **Transfer Special Working Balance, 8400 \$8,435.00**

- From Account (001-8400-390-0391) Special Working Balance \$8,435.00
- To Account (001-6800-110-0110) Senior Ctr Exec. Director \$8,399.00
- Ro Account (001-6800-110-0111) Senior Ctr Administrative Asst. \$36.00

A motion was made by Mr. Bowers and seconded by Mr. Carloni, to fund the two new hires at the agreed upon salary level. Motion Carried.

#### **Transfer, Senior Center \$13,027.00**

- From Account (001-6800-110-0112) Membership Coordinator \$13,027.00
- To Account (001-6800-110-0111) Senior Ctr. Asst Director \$13,027.00

A motion was made by Mr. Forte and seconded by Mr. Butler, to fund the balance of the Asst. Director per her salary agreement. Motion Carried.

**Transfer Working Balance 8400 \$800.00**

- From Account (001-8400-390-0390) Special Working Balance \$800.00
- To Account: (001-5200-390-0014) Payden Fire and Burglar Alarm \$800.00

A motion was made by Mr. Malerba and seconded by Mr. Butler. To fund needed electronic fire and burglar alarms at Payden Field House. Members of the board had questions regarding who and where the responsibilities of Field House should fall. The concern is whose budget all these expenses should be. Motion Carried.

**Transfer 8200 \$915.04**

- From Account (001-8400-390-0391) Working Balance \$915.04
- To Account (001-8200-390-0390) City Owned Property \$915.04

A motion was made by Mr. Forte and seconded by Mr. Malerba to pay for the installation of a fence on the property on Caroline Street and Minerva Street. Motion Carried.

Before the meeting adjourned, the board asked Ms. Szewczyk to ask Mr. Armeno from Public works, and Mr. Sampson Chairman of the Board of Alderman to come and explain to the Board about future up comings, so that this board is not told after the fact.

**Adjournment**

A motion to adjourn was made by Ms. Pertoso and seconded by Mr. Butler. The meeting was adjourned by 8:40 PM.

Respectively submitted,

Louise Pitney

Recording Secretary

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