



CITY OF DERBY

BOARD OF APPORTIONMENT AND TAXATION

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2021 JUN 18 PM 12:05

RECEIVED
TOWN/CITY CLERK
DERBY, CT

Regular Meeting

Monday June 21, 2021
6:00 PM

Via Zoom Online – See Log-in instructions at end of agenda.

AGENDA

1. Call to Order.
2. Pledge of Allegiance
3. Roll Call
4. Additions, Deletions, Corrections, and Adoption of Agenda
5. Public Portion
6. Determine funding in the **F2021-2022** Budget \$148,809 for Matching Grant Funding required to receive a \$573,666 School Security Competitive Grant. Grant funds would be used starting in the August 2021 timeframe to replace security cameras, install window ballistic film, outside doors at DHS, replace scan card system, purchase radios for schools and to communicate directly with derby PD, and install fencing at Little Raiders.

Note: Remaining items are for the current (**F2020-2021**) year.

7. In their June 2021 meeting, (see attachment), the Library Board of Directors approved:
 - a. Transfer \$1,300.25 from Line Item 5500-110-0113 Custodians to Line Item 5500-110-0110 Library Director as there is a shortfall to complete year-end compensation. One custodian resigned resulting in compensation remaining.
 - b. Transfer \$804.32 from Line Item 5500-110-0113 Custodian to Line Item 5500-110-0112 Adult Circulation Librarian as there is a shortfall to complete year-end compensation.

- c. Transfer \$1,085.48 from Line Item 5500-110-0113 Custodian to Line Item 5500-110-0115 Children's Librarian as there is a shortfall to complete year-end compensation.
 - d. Transfer \$189.98 from Line Item 5500-110-0114 Part Time Assistants to Line Item 5500-110-0113 Custodian.
 - e. Transfer \$1,000.00 from Line Item 5500-110-0116 Extra Coverage Hours to Line Item 5500-110-0114 Part Time Assistants as there is an anticipated shortfall to complete year-end compensation.
 - f. Transfer \$162.00 from Line Item 5500-150-0151 Dues to Line Item 5500-110-0114 Part Time Assistants.
 - g. Transfer \$521.55 from Line Item 5500-150-0155 Staff Development to Line Items 5500-110-0114 Part Time Assistants. Many training sessions were free and virtual so there was not a need for mileage reimbursement.
 - h. Transfer \$150.00 from Line Item 5500-170-0170 Adult Programs to Line Item 5500-110-0114 Part Time Assistants.
 - i. Transfer \$400.00 from Line Item 5500-180-0180 Equipment to Line Item 5500-110-0114 Part Time Assistants.
 - j. Transfer \$1,100.00 from Line Item 5500-270-0270 Miscellaneous to Line Item 5500-110-0114 Part Time Assistants. The anticipated hiring costs were absorbed by City Hall.
 - k. Transfer \$212.37 from Line Item 5500-160-0161 Children Materials to Line Item 5500-170-0171 Children Programs.
 - l. Transfer \$5,000.00, or remaining balance, from Line Item 5500-160-0160 Adult Materials to Line Item 5500-350-0350 Repairs & Maintenance. These are the remaining funds whose original purpose was to supplement our materials budget from the annual distribution from the Derby Public Library Endowment Fund held by the Valley Community Foundation. The Board of Directors agreed to use these funds as a 'matching grant' in order to complete the American Rescue Plan Act. The Library's ARPA application has been approved for a logical progression to finalize upgrading three (3) of the four (4) public restrooms. ARPA supports only parts or equipment, not labor, so labor costs will total \$5,000.00.
 - m. Transfer \$4,000.00 from Line Item 5500-180-0180 Equipment to Line Item 5500-350-0350 Repairs & Maintenance. The budget accounted for the replacement of printers and workstations. The City of Derby entered in a city-wide contract with CBS Xerox which covered the planned replacement.
 - n. Transfer \$4,000 from Line Item 5500-330-0330 Supplies to Line Item 5500-350-0350 Repairs & Maintenance. With the new agreement with CBS Xerox, the library's original budget for toner and copier supplies was greatly reduced.
 - o. Transfer \$232.03 from Line Item 5500-450-0451 Bibliomation to Line Item 5500-350-0350 Repairs & Maintenance.
 - p. Transfer \$3,930.00 from Line Item 5500-220-0221 CEN Fiber Connection to Line Item 5500-350-0350 Repairs & Maintenance.
8. Create account Outsourced Building Official (6100-390-0391) to capture costs of outsourcing this function as approved by the BOA/A.
 9. Transfer from ZEO/WO PT (6100-110-0121) \$6,000 to Outsourced Building Official (6100-390-0391) \$5,000 to fund F21 cost to outsource Building Official function and

- Outsourced Building Inspectors (6100-390-0392) \$1,000 to cover final inspections performed on contract.
10. Create account Sr Center Transportation BOA 8891 (1000-100-1069) to house cash gifted for Sr Center Transportation costs.
 11. Transfer from Bookkeeper (2500-150-0153) \$23,000 to Assistant Finance Director Wages (2500-110-0111) \$11,000 for costs of separation and overlap with new employee, and to Financial Services (2500-390-0392) \$12,000 for ongoing service.
 12. Transfer from Bookkeeper (2500-150-0153) \$7,000 to Special Working Balance (8400-390-0391) as a bookkeeper will not be hired in this fiscal year.
 13. Transfer from Special Working Balance (8400-390-0391) \$7,000 to Unemployment Compensation (2600-270-0271) for projected payments.
 14. Increase Police Outside Work Revenue (6000-690-6952) \$650,000, Outside Work Wages (3100-110-0012) \$550,000, and Police Pension Expense (2300-270-0271), \$100,000 to reflect income from Outside Work and associated increased costs.
 15. Transfer from Patrolmen Wages (3100-110-0007) \$31,000 to Officer in Charge (3100-110-0019) \$1,000 and to Overtime Wages (3100-120-0120) \$30,000 to align budget to actual spending.
 16. Transfer from Yankee Gas (3200-230-0231) \$1,000 to Comcast (3200-230-0233) for Upgrade Internet Service at each Fire House to accommodate required needs for cloud Fire Reporting.
 17. Transfer from Breathing Equipment (3200-460-0462) \$325.00 to Turnout Gear Repair (3200-460-0464) to complete 123 itemized certified repairs to issued Department Turnout gear. Turnout Gear Repairs are performed annually to maintain in service gear.
 18. Transfer from Supplies (1700-390-0390) \$1,000 and from Maintenance (1700-460-0460) \$4,200 to Upgrades/New Equipment (1700-470-0477) \$5,200 to cover cost of IT equipment.
 19. Transfer from Maintainer III Wages (4100-110-0113) \$59,000 to Maintainer II Wages (4100-110-0112) \$44,000 and to Overtime Special Storms (4100-120-0121) \$15,000 to balance Highway Wage accounts.
 20. Transfer from Special Storms (4100-270-0270) \$5,000 to Eversource (4100-230-0231) \$1,000 and to Main St Decorative Lighting (4100-470-0474) \$4,000 to balance Highway expense accounts.
 21. Authorize the Finance Director to make transfers between the line items and relieve encumbrances as necessary in the Electricity Department (4200) to balance the accounts at year-end.
 22. Create Designated Fund Balance account for Turf Replacement Fund (5000-500-5200), to provide for replacement of football and baseball turf surface.
 23. Fund Turf Replacement Fund (5000-500-5200), with income from Recreation Receivables (6000-690-6920) for full year F21. (\$45,125 has been received to date.)
 24. Increase WPCA Bond Revenue (6000-680-6910) \$11,750 and Principal and Interest (7100-500-0500) for WPCA Bond Issuance Cost to be billed to WPCA.
 25. Transfer from Corona Virus Expenses (8100-450-0453) \$13,377.28 and from Mileage Reimbursement (8100-270-0270) \$3,000 to Telephones (8100-210-0210) \$14,377.28 and

to Water Old/New CH (8100-230-0232) \$1,000 and to Gas/Oil Old City Hall (8100-230-0234) \$1,000 to balance City Hall Maintenance expenses.

26. Authorize the Finance Director to cover overages in Health Ins City Appropriation (2400-270-0270) from the Medical Reserves Fund (5000-500-5100). The Fund has the full \$348,008.86 that was created in F20 available. Insurance claims have been exceptionally heavy over the second half. As of Friday (6/18/2021), we are currently over budget \$74,000.

27. Adjournment

The agenda with log-in is here for your review.

The log-in information is also included in this email.

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