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By Marc J. Garofalo, MPA, MCC, MCTC at 8:50 am, Jul 21, 2025



City of Derby

BOARD OF APPORTIONMENT AND TAXATION

TAX BOARD MINUTES

TUESDAY JUNE 25, 2025

RECEIVED
By Marc J. Garofalo, MPA, MCC, MCTC at 8:50 am, Jul 21, 2025

6:00 PM

ZOOM MEETING

Jennifer Desroches
Colleen Germain-Ezzo
Michael Gray
Kristen Mancini-Wright
Tina Parelli-Silkoff

Bhamini Patel
Jose Rivera
Vacancy
Ashley Simon
Laura Wabno

1 & 2. Call to order & Pledge of Allegiance

The meeting was called to order by Chairperson Germain-Ezzo at 6:03 P.M. followed by the Pledge of Allegiance

ROLL CALL

Present: Ms. Desroches, Ms. Germain-Ezzo (Chairperson), Mr. Gray, Ms. Mancini-Wright, Ms. Parelli-Silkoff, Ms. Patel, Ms. Simon and Ms. Wabno.

Absent: Mr. Rivera

City of Derby
Board of Apportionment & Taxation
BOAT Meeting 06.24.25

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4. Additions, Deletions, Corrections and Adoption of the Agenda

There were no changes. A motion to accept was made by Ms. Desroches and seconded by Ms. Parrelli-Silkoff. Motion carried.

5. Public Portion

No one from the public spoke.

6. Approval of minutes from 05.27.2025

A motion to accept was made by Ms. Patel and seconded by Ms. Simon. Motion carried.

7. Transfer Requests

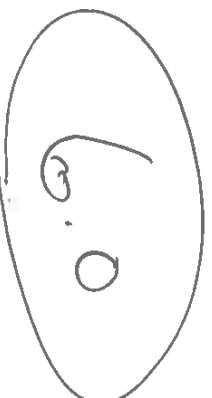
Ms. Germain-Ezzo asked Mr. Hall to explain the transfers. Mr. Hall noted the following:

- Parks & Rec- Moving monies within the department, within 4505 and 4506 to cover expenses.
- Police- Needed more overtime money, moved from regular wages to overtime.
- Budget Working Balance- needed money to cover costs because of expenses with the contracts.
- Fire- Discount on Hose, so shifted money to cover the expenses.
- Legal Services- there was not enough money to cover the rest of year, Lawyers do a lot for the City, Union contracts and other various things they do for the city.
- Other Transfers- wanted to adjust the budget, so there would be no large transfers in the future, plus along with the way the revenue is going.

Mr. Garofalo said that the other transfers were more of “wash”, and not a transfer.

Mr. Hall said both sides would be offsetting. Just needs to be approved.

Ms. German-Ezzo asked if we were where we are supposed to be. Mr. Hall said we are close to the end of the 23/24 audit. We had to do some reconciliation with the Board of Education. I thought it could produce a \$1.4M back to the general fund, but now it may be closer to \$2.2M back to the general fund where it should be. This should be closed by June. The 24/25 budget will close, and it will not be like last year. Ms. Germain-Ezzo asked if anyone had questions. The answer was No.



TRANSFER REQUESTS

Parks & Rec 4505

1. Transfer from Account (4506-56210) \$2,000.00 Yankee Gas
Transfer to Account (4505-54300) \$2,000.00 Repairs & Maintenance

A motion to accept was made by Ms. Desroches and seconded by Mr. Gray. Motion Carried.

2. Transfer from Account (4506-54380) \$1,500.00 Telephones
Transfer to Account (4505-54300) \$1,500.00 Repairs & Maintenance

A motion to accept was made by Ms. Parelli-Silkoff and seconded by Ms. Patel. Motion Carried.

3. Transfer from Account (4506-54305) \$2,000 Air Heat Maintenance Contract
Transfer to Account (4505-54300) \$2,000 Repairs & Maintenance

A motion to accept was made by Ms. Wabno and seconded by Ms. Mancini-Wright. Motion Carried.

4. Transfer from Account (4506-54375) \$1,500 Boiler Hvac/Plumbing
Transfer to Account (4505-56030) \$1,500 Building Supplies

A motion to accept was made by Ms. Desroches and seconded by Mr. Gray. Motion Carried.

5. Transfer from Account (4506-54380) \$1,000.00 Storage Cont Upkeep
Transfer to Account (4505-56030) \$1,000.00 Building Supplies

A motion to accept was made by Ms. Parelli-Silkoff and seconded by Ms. Wabno. Motion Carried.

6. Transfer from Account (4505-51610) \$1,000.00 Regular Salaries
Transfer to Account (4505-56030) \$1,000.00 Building Supplies

A motion to accept was made by Mr. Gray and seconded by Ms. Mancini-Wright. Motion Carried.



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POLICE DEPARTMENT

7. Transfer from Account (4201-51610) \$25,000.00 Police Wages
Transfer to Account (4201-51630) \$25,000.00 Police Overtime

A motion to accept was made by Ms. Wabno and seconded by Ms. Mancini-Wright.
Motion Carried.

8. Transfer from Account (5020-58505) \$22,218.56 Special Working Balance
Transfer to Account (4201-51610) \$22,218.56 Police Wages

A motion to accept was made by Ms. Desroches and seconded by Ms. Patel. Motion Carried.

FIRE DEPARTMENT

9. Transfer from Account (4203-57394) \$4,000.00 Breathing Equipment
Transfer to Account (4203-57393) \$4,000.00 Hose

A motion to accept was made by Mr. Gray and seconded by Ms. Wabno. Motion Carried.

BUDGET WORKING BALANCE

10. Transfer from Account (5020-58500) \$19,000.00 Working Balance
Transfer to Account (4139-53010) \$19,000.00 Legal Services

A motion to accept was made by Ms. Desroches and seconded by Ms. Parelli-Silkoff.
Motion Carried.

11. Transfer from Account (5020-58505) \$16,000.00 Special Working Balance
Transfer to Account (54139-53010) \$16,000.00 Legal Service

A motion to accept was made by Ms. Desroches and seconded by Mr. Gray. Motion Carried.

OTHER UPDATES

Highway Department

10. Town Aid Increase Amount to Account (4203-54309) \$269,772 Debit to Increase Expenses

A motion to accept was made by Ms. Desroches and seconded by Ms. Wabno. Motion Carried.

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11. Misc. Revenue Amount to Account (3000-48990) \$269,772 Credit to Increase Revenues

A motion to accept was made by Ms. Parelli-Silkoff and seconded by Ms. Desroches.
Motion Carried.

Adjournment

A motion to adjourn was made by Ms. Desroches and seconded by Ms. Patel. Motion
Carried The meeting was adjourned at 6:29 PM.

Louise Pitney

Recording Secretary

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

A handwritten signature consisting of the initials 'L.P.' enclosed within a hand-drawn oval.



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By Marc J. Garofalo, MPA, MCC, MCTC at 8:50 am, Jul 21, 2025

**steinberg
hart**

June 27, 2025

Sterling Opera House Commission
Derby, CT

Re: Sterling Opera House - Derby, CT – Site Survey

Dear Members of the Sterling Opera House Commission,

We are happy to be underway conducting the Comprehensive Study for the Sterling Opera House. As part of our work we are assessing opportunities for the future of Opera House—both within the building and its grounds.

We have recently obtained site survey information for the building, for the block between Elizabeth Street and Olivia Street. It is dated December 9, 1971—over fifty years old. Some of the adjacent buildings have changed since this date.

For the purposes of the Comprehensive Study work it would be most useful to be working from current up-to-date survey information. The east-west extents of the survey from Elizabeth Street to Olivia Street are sufficient for our purposes. It would be helpful for the northern extents of the survey to extend just beyond the Second Congregational Church at 136 Elizabeth Street and similar southern extents as shown in the 1971 survey.

It would be best if the survey could identify dimensioned locations to all associated property lines, rights-of-way, and easements throughout these extents—as well as include height elevations of grade around the perimeter of the Opera House.

Thank you for this consideration. Please don't hesitate to contact our office with any questions.

Sincerely,



Evan Della Paoli, AIA
Principal



7.9

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By Marc J. Garofalo, MPA, MCC, MCTC at 8:50 am, Jul 21, 2025

Fred D'Amico

PLANNING · ENGINEERING · SURVEYING CONSULTANTS
9 PARK ROAD
OXFORD, CONNECTICUT 06478
P: (203) 881-3184
damicoassociates@gmail.com

CONTRACT FOR PROFESSIONAL SERVICES

Client Name: City of Derby
Address: 1 Elizabeth Street
Derby, CT 06418

Point of Contact: Gene Digiovanni
Telephone: 203-410-5480
Email: genedigiovanni@aol.com

The Engineer/Surveyor agrees to perform to normal standards for the scope of work in this contract.

The project location is: Sterling Opera House
112 Elizabeth Street, Derby, CT 06418

The current owner of the project area is, as furnished by the Client:
Name: Same
Address: Same
Telephone: Same

The client hereby agrees to grant or obtain any and all necessary permissions and permits to allow Engineer/Surveyor, its agents or its employees to perform its work under contract.

Scope of Work and other requirements:

1. *Certified Class A2 Survey*

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The Client and Engineer/Surveyor agree:

1. Engineer/Surveyor shall not be liable for damages from the actions or inaction's of governmental agencies, and Engineer/Surveyor shall only act as an Advisor in all governmental relations.
2. In the event that Client institutes a suit against Engineer/Surveyor because of any failure or an alleged failure to perform, error, omission, or negligence, and if such suit is not successfully prosecuted, client agrees to pay Engineer/Surveyor any and all costs of defense, including reasonable attorney fees.
3. Should litigation be necessary to enforce any term or provision of this Agreement or to collect any portion of the amount payable under this Agreement, then all litigation and collection expenses, witness fees, court cost, and attorneys fees shall be paid by Client.
4. All original papers and documents, and copies thereof, produced as result of this contract, except documents which are required to be filed with public agencies, shall remain the property of the Engineer/Surveyor and may be used by Engineer/Surveyor without consent of Client.
5. A late payment PENALTY of one and one-half percent (1-1/2%) per month, which is an annual rate of eighteen percent (18%) shall be applied to any unpaid balance, commencing thirty (30) days after the date of the original invoice.
6. In the event that any staking is destroyed by an Act of God or parties other than Engineer/Surveyor, the cost of restaking shall be paid by the Client as extra work, provided such work is authorized by Client
7. In the event all or any portion of the work prepared or partially prepared by the Engineer/Surveyor is suspended, abandoned, or terminated because of client's action(s), the Client shall pay the Engineer/Surveyor all fees, charges, and services provided for the project, not to exceed any contract limit specified herein.
8. The Engineer/Surveyor will perform the work to the Standards of Practice of the Connecticut Association of Land Surveyors.
9. The Owner/Client and the Engineer/Surveyor have discussed the risks, rewards and benefits of the project and the Engineer/Surveyor's total fee for services. The risks have been allocated such that the Owner/Client agrees that, to the fullest extent permitted by law, the Engineer/Surveyor's total liability to the Owner/Client for any and all injuries, claims, losses, expenses, damages or claims expenses arising out of this Agreement from any cause or causes shall not exceed the total amount of one thousand and nine hundred dollars (\$1,900). Such causes include, but are not limited to the design Professional's negligence, errors, omissions, strict liability, breach on contract or breach of warranty.

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The Client to compensate the Engineer/Surveyor as follows:

1. *Certified Class A2 Survey* \$1,900.00

TOTAL: \$1,900.00

Payment Terms:

Deposit: \$ 950.00

Upon Completion: \$ 950.00

TOTAL: \$ 1,900.00

Notes:

1. Work on said property will begin upon receipt of deposit with signed contact.
2. Applications and fees for the Town are not included
3. Health Department fees and review are not included.

Contract offered this, 18th day of June 2025 and open until 18th day of July 2025.

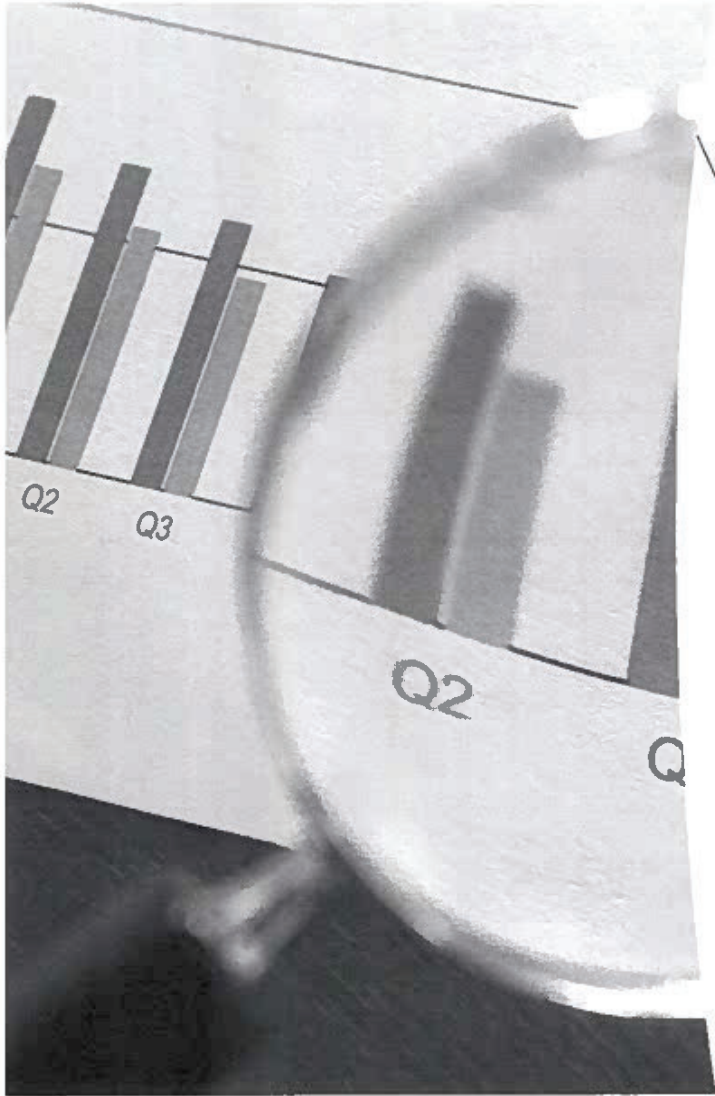
Engineer/Surveyor: Fred D'Amico, PE, LS

Contract accepted this _____ day of _____ 2025.

Client Signature: _____

Print Name: _____

7.9



CITY OF DERBY

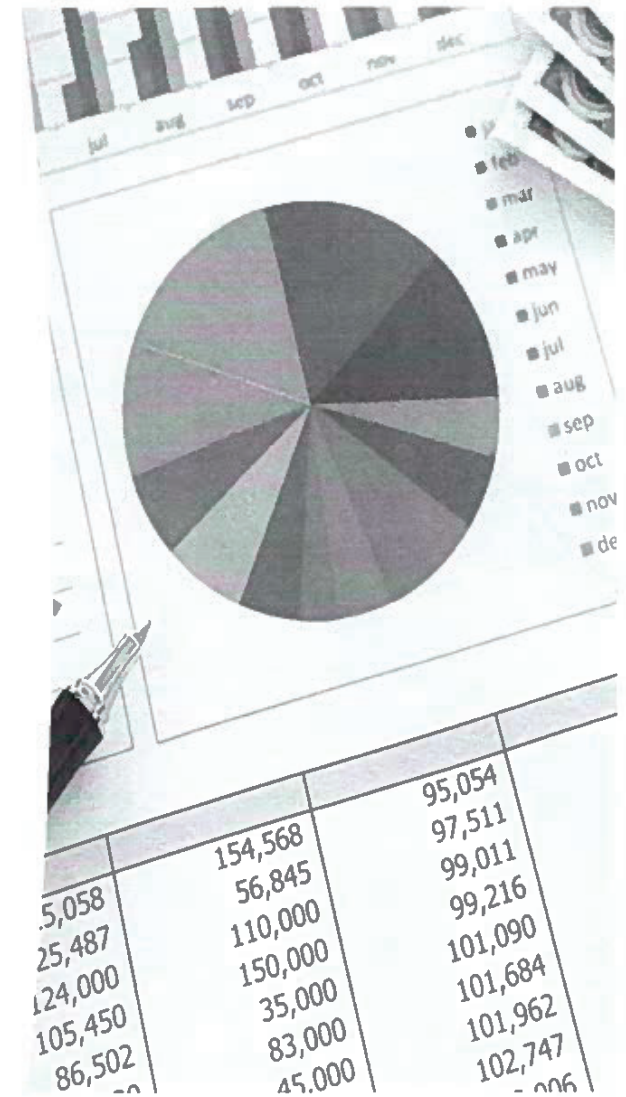
AUDITED FINANCIAL STATEMENT REVIEW FOR YEAR ENDED JUNE 30, 2024

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EXECUTIVE SUMMARY – GENERAL FUND

- ▶ Poor budgeting practices by the prior administration for the 2023-24 Fiscal Year would have created additional fund balance deficits, but not for the following actions by this Administration, Board of Aldermen & Alderwomen, and the Board of Apportionment and Taxation
 - ▶ **\$1.7 million** of ARPA funds allocated to cover governmental services
 - ▶ **\$.5 million** reduction in contributions for the Pension (Currently at 82.35% funded)
- ▶ Interest Earned was **\$287k** above budget and \$217k above 22-23 FY
- ▶ Medical Claims and Workers Compensation IBNR Reserves were decreased by **\$470k**
- ▶ **General Fund Balance Increased by \$1.843 million to \$4.425 million**
- ▶ The Board of Education Grants were not separated from the general fund, causing large offsetting variances vs. budget for both Revenues and Expenses
- ▶ The Board of Education adjusted budget for Operating Expenses was \$20.070 million vs. actuals of \$20.182 million or a (\$112k) variance
 - ▶ The BOE original budget of \$19.6 million was increased by \$462k due to the use of the BOE non-lapsing fund \$236k and \$226k mainly to cover unbudgeted insurance waivers



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GENERAL FUND REVENUES – BUDGET VS. ACTUALS

	Budgeted Amounts		Actual	Variance with Final Budget- Favorable (Unfavorable)
	Original Budget	Final Budget		
REVENUES				
Property taxes	\$ 33,632,426	\$ 33,692,426	\$ 32,321,953	\$ (1,370,473)
Interest and lien fees	200,000	200,000	331,927	131,927
Intergovernmental	9,514,975	12,141,493	20,325,490	8,183,997
Investment income	66,921	66,921	353,650	286,729
City departments	4,476,272	4,809,172	4,570,644	(238,528)
TOTAL REVENUES	47,890,594	50,910,012	57,903,664	6,993,652

Revenue Variance Explanations

Property Taxes - (\$1.370mm) mainly due to lower Real Estate and MV taxes collected (\$643k) and geography for MV CAP Tax Reimbursement (\$727k)

Intergovernmental - +\$8.184mm mainly due to geography, +\$8.281mm for unbudgeted BOE Grant Revenues

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GENERAL FUND EXPENSES – BUDGET VS. ACTUALS

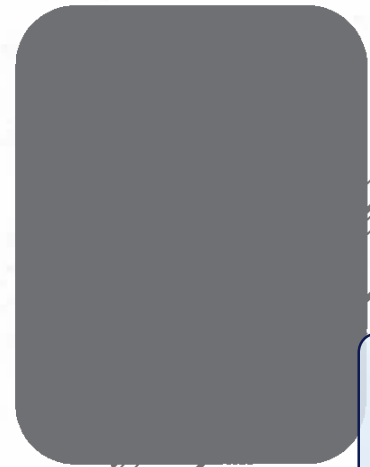
	<u>Budgeted Amounts</u>		<u>Actual</u>	<u>Variance with</u>
	<u>Original Budget</u>	<u>Final Budget</u>		<u>Final Budget-Favorable (Unfavorable)</u>
EXPENDITURES				
Current				
General government	14,901,238	16,721,476	14,670,451	2,051,025
Public safety	4,700,116	4,798,628	5,507,389	(708,761)
Public works	3,422,534	4,056,147	3,982,919	73,228
Culture and recreation	1,054,731	1,054,731	1,026,433	28,298
Health and welfare	452,984	458,039	407,635	50,404
Board of Education-operations	19,607,966	20,069,966	20,182,174	(112,208)
Board of Education-grants	-	-	7,980,763	(7,980,763)
Capital outlay	342,508	342,508	375,784	(33,276)
Debt service				
Principal retirements		-		-
Interest	3,408,517	3,408,517	1,927,069	1,481,448
TOTAL EXPENDITURES	<u>47,890,594</u>	<u>50,910,012</u>	<u>56,060,617</u>	<u>(5,150,605)</u>

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GENERAL FUND CHANGE IN FUND BALANCE – BUDGET VS. ACTUALS

	Budgeted Amounts		Actual	Variance with Final Budget- Favorable (Unfavorable)
	Original Budget	Final Budget		
REVENUES				
Property taxes	\$ 33,632,426	\$ 33,692,426	\$ 32,321,953	\$ (1,370,473)
Interest and lien fees	200,000	200,000	331,927	131,927
Intergovernmental	9,514,975	12,141,493	20,325,490	8,183,997
Investment income	66,921	66,921	353,650	286,729
City departments	<u>4,476,272</u>	<u>4,809,172</u>	<u>4,570,644</u>	<u>(238,528)</u>
TOTAL REVENUES	47,890,594	50,910,012	57,903,664	6,993,652
EXPENDITURES				
Current				
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Capital outlay	342,508	342,508	375,784	(33,276)
Debt service				
Principal retirements	-	-	-	-
Interest	<u>3,408,517</u>	<u>3,408,517</u>	<u>1,927,069</u>	<u>1,481,448</u>
TOTAL EXPENDITURES	47,890,594	50,910,012	56,060,617	(5,150,605)
REVENUES OVER(UNDER) EXPENDITURES	-	-	1,843,047	\$ 1,843,047
Fund balance at July 1, 2023			<u>2,581,974</u>	
FUND BALANCE AT JUNE 30, 2024			\$ 4,425,021	

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DERBY'S – BONDED DEBT

As of June 30, 2024, the City's outstanding general obligation bonds and note payable were as follows:

	<u>Outstanding Amount</u>
Governmental Activities:	
\$5,210,000 serial bond; issue of 2018; due October 2038; effective interest ranging from 3.0%-5.0%	\$ 2,090,000
\$13,870,000 serial bond; issue of 2019; due September 2029; effective interest ranging from 2.05%-5.0%	10,525,000
\$8,580,000 serial B bond; issue of 2015; due September 2035; effective interest ranging from 2.0%-5.0%	2,130,000
\$5,587,362 note payable in monthly payments, including principal and interest at 3.04% issued April 9, 2020; due March 2037	<u>\$ 4,625,136</u>
	19,370,136
Less current portion	<u>1,317,162</u>
Long term portion	<u>\$ 18,052,974</u>

- Derby had a total of \$19.370 million in total debt outstanding as of June 30, 2024
- \$3 million in BAN's were issued for repaving of roads that should be spent and BONDED out in October 2025 (Excluded from \$19.370 million above)
- \$5.587 million in notes payable are related to the Johnson Controls energy savings project
- WPCA has an additional \$12.56 million in total debt outstanding with the ability to borrow another \$13.6 million for plant upgrades

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PENSION UPDATE

	Year ending June 30, 2024	Year ending June 30, 2023	Year ending June 30, 2022	Year ending June 30, 2021	Year ending June 30, 2020	Year ending June 30, 2019	Year ending June 30, 2018
	City Retirement Plan	City Retirement Plan	City Retirement Plan	City Retirement Plan	City Retirement Plan	City Retirement Plan	City Retirement Plan
Total Pension Liability							
Service cost	\$ 620,314	\$ 599,337	\$ 671,797	\$ 649,080	\$ 676,977	\$ 654,084	\$ 776,874
Interest on total pension liability	1,503,138	1,448,717	1,520,990	1,449,718	1,403,388	1,334,277	1,431,319
Effect of economic/demographic gains or (losses)	(233,349)	-	(1,756,038)	-	(655,805)	-	(526,463)
Change in assumptions	-	-	524,691	-	1,067,879	-	(1,967,488)
Benefit payments	(1,249,770)	(1,214,326)	(1,055,983)	(1,074,958)	(997,055)	(1,049,921)	(908,031)
Net change in total pension liability	640,333	833,728	(94,543)	1,023,840	1,495,384	938,440	(1,193,789)
Total Pension Liability, beginning	23,119,942	22,286,214	22,380,757	21,356,917	19,861,533	18,923,093	20,116,882
Total pension liability, ending (a)	23,760,275	23,119,942	22,286,214	22,380,757	21,356,917	19,861,533	18,923,093
Fiduciary Net Position							
Employer contributions	\$ 500,000	\$ 1,000,000	\$ 700,000	\$ 190,000	\$ 190,000	\$ 190,000	\$ 572,000
Member contributions	124,823	132,383	68,517	54,392	82,229	182,134	91,864
Investment income net of investment expenses	1,618,917	1,401,484	(1,221,124)	4,514,626	212,165	576,865	1,491,886
Benefit payments	(1,249,770)	(1,214,326)	(1,055,983)	(1,074,958)	(997,055)	(1,049,921)	(908,031)
Administrative expenses	-	(16,883)	(1,643)	(77,548)	(20,929)	(44,105)	(61,928)
Net change in plan fiduciary net position	993,970	1,302,658	(1,510,233)	3,606,512	(533,590)	(145,027)	1,185,791
Fiduciary Net Position, beginning	18,572,209	17,269,551	18,779,784	15,173,272	15,706,862	15,851,889	14,666,098
Fiduciary net position, ending (b)	19,566,179	18,572,209	17,269,551	18,779,784	15,173,272	15,706,862	15,851,889
Net pension liability, ending (a)-(b)	\$ 4,194,096	\$ 4,547,733	\$ 5,016,663	\$ 3,600,973	\$ 6,183,645	\$ 4,154,671	\$ 3,071,204
Fiduciary net position as a % of total pension liability	82.35%	80.33%	77.49%	83.91%	71.05%	79.08%	83.77%
Covered payroll	\$ 3,773,413	\$ 4,615,899	\$ 4,459,806	\$ 4,984,176	\$ 4,815,629	\$ 5,523,439	\$ 5,336,656
Net pension liability as a % of covered payroll	111.15%	98.52%	112.49%	72.25%	128.41%	75.22%	57.55%

8.0

WPCA – STATEMENT OF CASH FLOWS

	Business-type Activities - Enterprise Funds		
	Water Pollution Control Authority	Parking Authority	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers and users	\$ 2,999,153	\$ -	\$2,999,153
Cash payments to suppliers	(1,086,927)	-	(1,086,927)
Cash payments to employees	(1,408,885)	-	(1,408,885)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	503,341	-	503,341
CASH FLOWS FROM CAPITAL AND FINANCING ACTIVITIES			
Capital fee revenue	1,590,512	-	1,590,512
Due from other funds	191,268	-	191,268
Purchase of capital assets	(696,791)	-	(696,791)
Payment of principal and interest	(1,548,515)	-	(1,548,515)
NET CASH FROM CAPITAL AND FINANCING ACTIVITIES	(463,526)	-	(463,526)
CASH FLOWS FROM INVESTING ACTIVITIES			
Investment income	248,318	-	248,318
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	288,133	-	288,133
Cash and cash equivalents at July 1, 2023	7,498,212	-	7,498,212
CASH AND CASH EQUIVALENTS AT JUNE 30, 2024	\$ 7,786,345	\$ -	\$7,786,345

- Cash balance of **\$7.786 million** as of June 30, 2024. Cash will be utilized to pay down debt and fund plant improvements
- The WPCA will spend **~\$2 million** in 24-25 on Plant improvements
- The WPCA paid down **\$2 million** in short term borrowings in 24-25 FY (bond anticipation note)

B.O.

RECEIVED
By Marc J. Garofalo, MPA, MCC, MCTC at 8:51 am, Jul 21, 2025

AUDIT FINDINGS – JULY 1, 2023 TO JUNE 30, 2024

- There were 6 significant deficiencies in the audit findings, all of which were repeated from the previous year
 1. Double-Entry Accounting – The BOE Operations, Grant, and Student Activity Funds
 2. Bank reconciliations- Staffing challenges for the City and a lack of an accurate balance sheet at the BOE
 3. Availability of Financial Information – Staffing Challenges for the City and BOE
 4. BOE Reconciliation - BOE cash, AR, AP, income and expenditures and City's corresponding accounts were not reconciled at year end
 5. The City's and BOE Cash account activity not recorded or not recorded properly
 6. The BOE continues to have operational and grant monies comingled

Three Significant Deficiencies were corrected from the 22-23 FY Audit



