

BOARD OF ALDERMEN

OPERATIONS & PROCEDURES SUBCOMMITTEE MEETING

TUESDAY, FEBRUARY 14, 2017 – 7:00 P.M.

JOAN WILLIAMSON ALDERMANIC CHAMBERS

MINUTES

Chair Arthur Gerckens called the meeting to order at 7:00 p.m. All rose and pledged allegiance to the flag.

Roll Call

Present: Arthur Gerckens, Stephen Iacuone

Absent: Joseph DiMartino, Peter M. Olenoski, Jr.

Also Present: Alderman Carmen DiCenso

Alderman Barbara L. DeGennaro

Alderman Ron Sill

Alderman Tony Staffieri

Sal Coppola, Finance Director – City of Derby

Philip Hawks, Fire Marshal – City of Derby

Anthony DeFala, Street Commissioner – City of Derby

Dr. Matthew Conway, Superintendent of Schools – City of Derby

Sam Pollastro, Jr., Board of Apportionment & Taxation

Marc J. Garofalo, Town & City Clerk

Thomas Welch, Corporation Counsel

ADDITIONS, DELETIONS AND CORRECTIONS TO THE AGENDA

There were none.

PUBLIC PORTION

Mr. Gerckens asked if anyone wished to address the committee during public portion.

Sal Coppola, 941 Garden Road, Orange, CT (Finance Director for the City of Derby)

I am the Finance Director for the City of Derby. My office is responsible for calculating and continuing to keep a record of employee absences. The compliance of that is essential to the (inaudible) of the City. It has been questioned whether elected officials have complied with that to the extent that I have looked at the ordinances and the Charter and there's some ambiguity. The pay scale for particularly the Town Clerk's Office contemplates a full time position; however I don't see that written anywhere. So to protect myself and the integrity of the office and to treat everyone fairly I think the aldermen should at some point come to a sense of resolution and do whatever they have to do to advise me as an official. Considering that if there is no attendance standard you basically have a position (inaudible.)

Mr. Gerckens asked if anyone else wished to address the committee.

Mr. DiCenso asked if you're going to talk about the awards now. Mr. Gerckens said you know how I run my meetings – whoever wants to talk can talk and if I feel it's getting out of hand we'll bring it back to order so we can do that when it comes up.

Laura Wabno, Former Town Clerk – 2005-2013

That position as I (inaudible) 14 years prior was a full time position. (Inaudible) Mrs. Williamson and Mrs. Moore it was finally two separate entities, City and Town Clerk. Starting in 2005 under the first administration in which I served it became one position. I don't know how anyone can possibly think that is a part-time position. You're there constantly and now you also have another full-time employee – totally unnecessary. We were at one time trying to make the – one of the employees who was thinking of retiring – making it a part-time position. Now you have a town clerk who comes and goes, which is fine. It's either full-time or part-time – it can't be both. You can't be invested into a pension, receive benefits; submit weekly time sheets for 35 hours. Why are you submitting a time sheet when you don't have to be there? As it says elected position you can come and go as you please. Why submit a time sheet. That's my question to the whole board. Is it full-time is it part-time – can you come and go as you please. Thank you.

Sam Pollastro, Jr., 11 Laurel Avenue, Derby, CT

Mr. Gerckens you served on revisions for the Charter. I would like to hear after the public portion is closed your thoughts on that. You're pretty versed on the whole charter (inaudible)

Mr. Gerckens – Well this is the first I'm hearing – I just heard two things from the public now. So I think to be fair to me I need to research what's going on – find out what the story is and we'll come back at it next month. I'm certainly well versed in the Charter but give me a chance to find out what's going on - that's all that I would ask.

Mr. Gerckens asked if three more times if there was anyone else from the public who wished to speak. Hearing no requests...

A MOTION was made by Mr. Gerckens with a second by Mr. Iacuone to close the Public Portion. **Motion carried.**

APPROVE MINUTES OF THE JANUARY 10, 2017 OPERATIONS & PROCEDURES SPECIAL MEETING

Mr. Gerckens asked Mr. Iacuone if he's had time to review the minutes since we just received them. Mr. Iacuone said he would motion to table.

A MOTION was made by Mr. Iacuone with a second by Mr. Gerckens to **TABLE** the Minutes of the January 10, 2017 meeting. **Motion carried.**

REVISED MONTHLY REPORT LIST FOR BOARD OF ALDERMEN/ALDERWOMEN MEETINGS.
DISCUSSION/ POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF
ALDERMEN/BOARD OF ALDERWOMEN

Mr. Gerckens said we have been working on this for the past three months and we've heard some ideas. I put some of the thoughts and ideas on paper, which I know will change substantially. I invited Dr. Conway to address the committee this evening since we're looking for a more thorough report and not just pie charts. We need to decide what we're looking for.

Dr. Conway said he is willing to provide any information that the committee asks – testing data, attendance data, discipline data, day-to-day actions. Right now he has been providing an accountability report, which is divided into four areas – academics, new capital, operations, and culture/climate. He said those are the core areas. Dr. Conway said this is reported out on a daily basis by our principals. There is also information on our website, which we refer to as our "dashboards." There you will see a breakdown of attendance, discipline, suspension – whether in school or out of school, expulsions, teacher attendance. Mr. Iacuone said he feels a synopsis of the dashboard items would be most helpful. Stating truancy as an example Mr. Iacuone asked Dr. Conway what could the Board of Aldermen do to assist the school – what would you need from us? Mr. Gerckens suggested grant opportunities – is there anything that the City could assist the Board of Education. Mr. Iacuone said the report we receive now is geared more towards the Board of Ed. He wants to know what the Board of Aldermen can do to assist the Board of Ed. Mr. Gerckens also noted upcoming maintenance issues that could be coming down the road so we're not blindsided.

Mr. Gerckens also said the Cultural Club – we would like to see what money is coming in – not only going out. The Public Works Department report is easy to understand. The Building Department we would like to see the types of inspections and where have they been done. Ms. DeGennaro said the Building Department did provide a report a month ago. Mr. Gerckens said the Fire Marshal's report is pretty thorough but the board would like to see a more detailed report from the Fire Commissioner. It was noted that OEM (Office of Emergency Management) has been inconsistent with their reporting. The Parking Garage needs to provide a report. Ms. Finn informed the committee that there will be a report submitted for the February Board of Aldermen meeting and she would like feedback if they would like different on the report. Mr. Gerckens said the Police Department – people are looking for the number of arrests, etc... Mr. Iacuone suggested that the Chief provide the board with the report that he gives the State. Mr. Gerckens said although Jack Walsh has been coming to the meetings for the WPCA he would like to get the written report from Lindsay King, the Superintendent of WPCA. Mr. Gerckens said we received the written report from the Chief of Staff and although Mr. Sill is on the Parks & Recreation Commission he would like to receive a report from Dennis O'Connell the director. Revolving Loan report is fine and Ms. Creane has been submitting a report.

THE COMMITTEE TOOK NO ACTION ON THIS ITEM.

RISK ASSESSMENT RECOMMENDATIONS. CITY OF DERBY VEHICLE USAGE (DRAFT POLICY)
DISCUSSION/ POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF
ALDERMEN/ALDERWOMEN

Mr. Gerckens said he created a draft policy that we can review and have this as a starting report. Mr. Iacuone said he feels we're going way deeper without an HR Department and asked Atty. Welch if he ever reached out to the insurance company to see what they're actually looking for. Atty. Welch said Mr. Domurad did meet with them after the last meeting regarding the policy about background checks. Mr. Iacuone said he still feels that we're opening up a can of worms. The liability is going to be on the operator, which is fine. The question is who is going to decide what's a safe act? Plowing isn't a safe act and if they're liable then no one is going to want to plow snow. He feels they need to provide the guidance. Mr. Iacuone said regarding drug testing, etc... that is already in the state statutes and the federal highway statutes. Mr. Gerckens said this is more of a vehicle usage policy and said there is an area in here for people who take vehicles home because they are on call; however commuting back and forth to work is something that should be paid back to the City. He asked if we want a full vehicle use policy and noted that this policy is piggybacked off of the City of New Haven's. Mr. Gerckens noted that the Mayor's Office wants this. Mr. Iacuone said he feels that we need direction from Corporation Counsel's Office and the insurance company. He noted most of this is already governed by the department heads. He said if we're going to put this in an office in City Hall then you're going to circumvent the department head. Mr. Gerckens said Mr. Domurad is working with the insurance company on this and relaying the information back to me. He said he doesn't want to keep spinning our wheels and asked Atty. Welch to look into exactly what they're looking for. Atty. Welch said he would contact them tomorrow.

A MOTION was made by Mr. Gerckens with a second by Mr. Iacuone to **TABLE** this item until next month's meeting. ***Motion carried.***

NAMING CITY PROPERTY (DRAFT ORDINANCE) DISCUSSION/POSSIBLE ACTION AND
RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/BOARD OF ALDERWOMEN

Mr. Gerckens noted that the longest journey starts with the first step. He said he found a naming policy so that we might start a discussion since right now there doesn't seem to be a policy. He said he feels we need to review this to see what we like and don't like. Mr. Iacuone said he feels that we should forward this to the full Board of Aldermen to review so we can discuss at the next meeting. Ms. Finn will email the information to the full Board of Aldermen for their review.

A MOTION was made by Mr. Gerckens with a second by Mr. Iacuone to **TABLE** this item and send this information out to the full Board of Aldermen to review for their comments and discussion at the full Board of Aldermen meeting. ***Motion carried.***

RECOGNITION POLICY FOR TEAMS, INDIVIDUALS, ETC. WHO WIN CHAMPIONSHIPS
AND/OR LEAGUE TITLES. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE
FULL BOARD OF ALDERMEN/ALDERWOMEN

Mr. Gerckens said we have also been discussing this item for the past couple of meetings. He has prepared some comments regarding this item. Mr. Iacuone suggested also sending this to the full Board of Aldermen for their review and comments. Ms. Finn will also send this item to the full Board of Aldermen for their review.

A MOTION was made by Mr. Iacuone with a second by Mr. Gerckens to **TABLE** this item and send this information out to the full Board of Aldermen to review for their comments and discussion at the full Board of Aldermen meeting. **Motion carried.**

HARDSHIP REQUEST FOR TWO PARKING PASSES AT THE GILBERT STREET PARKING LOT.
DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF
ALDERMEN/ALDERWOMEN

Mr. Gerckens noted that the individual making this request is not present this evening. Mr. Iacuone said he looked at the area and there is a fire lane situation, which is restricted by the City. He said he feels the person needs to be here to finalize what he is looking for noting that he would like to accommodate this person. Mr. Gerckens asked Mr. Garofalo if he knows what this person is looking for. Mr. Garofalo said we gave him one handicap pass and he is requesting two more. Mr. Iacuone asked if we know how many apartments are in the dwelling noting that he would like to give them one per apartment. Mr. Gerckens said he would also like to help but the person isn't here. Mr. Garofalo said the person was going to write a letter. Mr. Iacuone suggested that the person do just that.

A MOTION was made by Mr. Iacuone with a second by Mr. Gerckens to **TABLE** this item until next month. **Motion carried.**

ATHLETIC FIELD GRANT PAPERWORK. DISCUSSION/POSSIBLE ACTION AND
RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Atty. Welch said Mayor Dugatto received correspondence on January 27, 2017 congratulating the City at a meeting with the CT Bond Commission that the Athletic Field Improvements – CPAP 2017-04 was funded under a Public Act Authority for a grant totaling \$2,990,792.00. Atty. Welch said in order for the City to access the grant funds for this project the enclosed Personal Services Agreements need to be executed. This must be adopted by the full Board of Aldermen. Mr. Iacuone asked if this was the standard boiler plate information. Atty. Welch said it is.

A MOTION was made by Mr. Iacuone with a second by Mr. Gerckens to forward the athletic field grant paperwork to the full Board of Aldermen/Alderwoman with the recommendation that it be executed.

DISCUSSION ON MOTION

Dr. Conway just wanted to inform the Board that shortly after this was received the plans were changed with the addition of the baseball field. He said a new request went to DEEP (Department of Energy & Environmental Protection) to change the terminology of the baseball field to softball field with that location to be determined.

Atty. Welch said then this agreement need not be signed. Dr. Conway said that is correct. Ms. DeGennaro said if you look at Appendix A – Scope of Work – It states that the baseball field will be relocated to either Witek or Bradley (inaudible.) Mr. Garofalo said the Resolution that is contemplated just allows, authorizes the Mayor to sign what it is. Atty. Welch said no – it has in there this project number. Mr. Garofalo said this is not approving the contract this just authorizes somebody on behalf of the City, in this case the Mayor to sign in. In terms of approving the scope of the project that's a separate role.

A MOTION was made by Mr. Iacuone with a second by Mr. Gerckens to rescind their motion. **Motion carried.**

A MOTION was made by Mr. Gerckens with a second by Mr. Iacuone to **TABLE** this item until the next meeting. **Motion carried.**

PICNIC GROVE REGULATIONS. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Mr. Gerckens stated that we have talked about this for several months. He has prepared picnic grove regulations for the board to review. Mr. Iacuone asked Atty. Welch wasn't there something about the amount that we can fine someone. Atty. Welch said it depends on how it's written since we're doing some type of license agreement for the use of it. He said the \$250 for violation of an ordinance you would have to write it some way as to what your cost of expenses would be. He said there's a way to be feasible as opposed to giving them the max. Mr. Iacuone suggested that we put Atty. Welch's verbiage in there and he feels the rest is fine. Mr. Sill asked what the charge would be for Derby residents. It was noted that \$250.00 with the contract signing and \$250.00 for security deposit. Mr. Iacuone said there would need to be two documented calls to the Police Department regarding the security deposit issue. Mr. Sill said he feels 6:00 p.m. is too early. Mr. Iacuone said we can hash this out at the Board of Aldermen meeting. Mr. Gerckens said he's thinking of the residents that are now suffering in that area.

A MOTION was made by Mr. Iacuone with a second by Mr. Gerckens to recommend that the Picnic Grove Regulations be sent to the full Board of Aldermen with the addition of Atty. Welch's verbiage. **Motion carried.**

MAYOR'S DISCRETION TO ENTER THE STERLING OPERA HOUSE. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Mr. Gerckens said this was a topic of discussion at last month's Board of Aldermen meeting. He said he has put down some thoughts on paper to discuss, noting that this is a starting point. Mr. Iacuone said this may be a moot point and said we need to wait to hear what Atty. Welch finds out from the City's insurance carrier. Atty. Welch informed Mr. Gerckens of the items that were discussed at the Community Relations Committee meeting this evening about the two requests to use the Sterling Opera House.

A MOTION was made by Mr. Iacuone with a second by Mr. Gerckens to **TABLE** this item until next month's meeting. **Motion carried.**

CITY HALL HOURS OF OPERATION. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Mr. Gerckens noted that there seems to be some confusion as to the hours of operation for City Hall at last month's meeting. He has prepared the following for discussion:

Reminding all that the City of Derby Board of Aldermen approved new hours of operation for union Derby City Hall employees.

Recognizing there is confusion of the Derby City Hall hours between the Board of Aldermen and non-union department heads.

Realizing the public would not be well-served by having two sets of hours and services available based on an employee's union status.

1. Resolves the Derby City Hall hours of operation for all union, non-union, and department head staff shall be as follows:

Monday through Wednesday 8:30 a.m. – 5:00 p.m.

Thursday 8:30 a.m. – 6:00 p.m.

Friday 8:30 a.m. – 12:30 p.m.

Mr. DiCenso said he brought this up last month because what was discussed in Executive Session did not happen and the Board of Aldermen voted on it. In Executive Session this was not how it was conveyed. Mr. DiCenso said he doesn't care what time City Hall closes – he just doesn't want one thing said in Executive Session and then we do something else. Mr. Geckens said apparently there's confusion - he doesn't want to look back and said let's just agree on the hours. He said he feels it's a silly idea to have hours for one segment of the people and hours for the other segment of the people. Ms. DeGennaro noted that the hours were in the contract and it was voted on. Mr. Iacuone also noted that this is already in the contract. Mr. Staffieri said what went on in Executive Session is not what was told to us by the Mayor. Since it went on in Executive Session we can't have a proper discussion. He said frankly we need to go into Executive Session to discuss this. Mr. Iacuone said we can do that and do it once and for all. He noted that we can't change the Union people but we can discuss the others although he feels it defeats the purpose of trying to save money when the Union people are leaving at 12:30 p.m. and the others need to stay. Mr. Sill said the Board of Aldermen can always hash it out in Executive Session.

THE COMMITTEE TOOK NO ACTION.

ADJOURNMENT

A MOTION was made by Mr. Iacuone with a second by Mr. Gerckens to adjourn the meeting at 7:57 p.m. **Motion carried.**

Respectfully submitted,



Patty Finn
Recording Secretary

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE BOARD OF ALDERMEN OPERATIONS & PROCEDURES SUBCOMMITTEE AT THEIR NEXT MEETING.