

BOARD OF ALDERMEN
OPERATIONS & PROCEDURES SUBCOMMITTEE MEETING

TUESDAY, OCTOBER 11, 2016 – 7:00 P.M.

JOAN WILLIAMSON ALDERMANIC CHAMBERS

MINUTES

Chair Arthur Gerckens called the meeting to order at 7:45 p.m. All rose and pledged allegiance to the flag.

Roll Call

Present: Arthur Gerckens, Stephen Iacune, Joseph DiMartino, Peter M. Olenoski, Jr.
(arrived at 7:46 p.m.)

Also Present: The Honorable Mayor Anita Dugatto
Keith A. McLiverty, City Treasurer
Anthony DeFala, Street Commissioner
Alderman Carmen DiCenso
Aldерwoman Barbara L. DeGennaro
Alderman Thomas Donofrio
Alderman Anthony Staffieri
Marc J. Garofalo, Town & City Clerk
Thomas Welch, Corporation Counsel

ADDITIONS, DELETIONS, CORRECTIONS AND ADOPTION OF THE AGENDA

A MOTION was made by Mr. Gerckens with a second by Mr. Iacune to delete item #6 approval of Minutes of Operation & Procedures subcommittee meeting dated September 13, 2016 as they were not in the packet and adopt the agenda. **Motion carried.**

PUBLIC PORTION

Mr. Gerckens asked if anyone would like to speak during the public portion.

Barbara L. DeGennaro, 51 Paugasset Road, Derby, CT

Ms. DeGennaro spoke on item #11 – update on Nutmeg Avenue complaints. She was thinking of a suggestion for the subcommittee – we know when individuals rent the picnic grove and the dates that it's rented because it's filed at the Mayor's Office and the City Clerk's office. Ms. DeGennaro said perhaps monthly the list can be sent to the Police Department so they will know when it is being used. She suggested also sending the list when the basketball court is being used. This way when the park is supposed to close at dusk they can go up there to enforce that rule. This could possibly help alleviate the complaints that we have been receiving.

Mr. Gerckens asked three more times if anyone wished to speak in public portion.
Hearing no further requests...

A MOTION was made by Mr. Gerckens with a second by Mr. Olenoski to close the public portion. Motion **carried**.

APPROVE MINUTES OF THE SEPTEMBER 13, 2016 OPERATIONS & PROCEDURES MEETING
DELETED

RISK ASSESSMENT RECOMMENDATIONS PROVIDED BY THE TRAVELERS.
DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF
ALDERMEN

Mr. Gerckens said this came to me from the Mayor's Office. Travelers have conducted a risk management assessment and have identified a number of different items that different departments are working on. He said we have been assigned to look at Fleet Safety. This committee has been asked to come up with a vehicle policy for the City, which the Board of Aldermen would vote on. The policy would likely address recording driving record data on individuals that either drive or are allowed to drive or take home City vehicles. A policy on who is allowed to be issued a City vehicle, appropriate driver safety training courses, etc... Mr. Gerckens said this would also include the Police Department. He said he has it on the agenda tonight so we can all review the information and be prepared to work on this at the next meeting. Mr. Olenoski said he feels this is a good idea. Atty. Welch said it is his understanding that Travelers will provide examples and he would ask Vincent Sullivan the Senior Risk Control Consultant to send over something. Mr. Iacuone said without a true HR Department who will take care of the recordkeeping for this? He feels this is what we're going to run into since we don't have an HR Department. Mr. Gerckens said when I mentioned before that several sections have been broken out he knows that someone else has been charged with the HR portion of it. He believes that Atty. Teodosio is working on that.

NO ACTION WAS TAKEN. IT WILL BE DISCUSSED AT NEXT MONTH'S MEETING.

CREDIT CARD TAX PAYMENTS. DISCUSSION

Mr. Gerckens said this was brought up to one of the aldermen by a constituent. We have been asked to look into the feasibility of accepting credit cards for tax payments. Mr. Gerckens said he has spoken to Keith McLiverty, the City Treasurer, and he will prepare some documents to review for the next meeting. He noted that the request came in too late in order to have it ready for tonight's meeting. Atty. Welch said the services have come a long way and it is his understanding that there are a number of companies that do it and in some instances there wouldn't be a cost to the City. Mr. Olenoski said would the person be able to pay with a credit card at City Hall and on line? Mr. Gerckens said we should be able to do it both ways.

NO ACTION WAS TAKEN. IT WILL BE DISCUSSED AT NEXT MONTH'S MEETING.

TEAM GAS USAGE. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL
BOARD OF ALDERMEN

Mr. Gerckens said we wanted to have dialogue with TEAM to see about the gas usage that is being provided by the City. He said he spoke to the Executive Vice President of TEAM and also to Mr. DeFala, the City's Street Commissioner, to get the past two years usage for his notes that he sent everyone. He noted that Mayor Dugatto received a response from the President of TEAM.

Past two years TEAM was issued 1,753 gallons of gas at \$2.52 per gallon, which comes to \$4,417.56 over the course of two years or an in-kind expense of \$2,208.78 from the City of Derby to TEAM.

Mr. Gerckens said the Executive Vice President of TEAM said there is no signed contract for in-kind gas; however Derby has always provided the gas in her twenty-three years with TEAM. He said City officials have mentioned that it has always been this way for the past 20+ years. Mr. Gerckens said that most of the towns that TEAM services give at least \$5,000 financially each year. He said since 2011 Derby has started allocating \$3,000 annually to support the TEAM Family Resource Center. So if we take the \$3,000 and the in-kind fuel we're right in line with the other communities. Mr. Gerckens stated that he was informed that Shelton gives the most financially. Presently 48 Derby residents receive meals from TEAM and TEAM provides a total value of services to Derby worth \$1.7 million. Mr. Gerckens noted that TEAM pays the City of Derby monthly for 26 parking spaces in the garage at \$46.45 per space. Mr. Iacuone said basically it's not broke so don't fix it – leave it alone. He said it would only push the cost onto the seniors and those who need it. Mr. Gerckens said we could perhaps cap the amount of gas should it go to \$4.00 - \$5.00 a gallon. Mr. Iacuone said they are still providing the services.

NO ACTION TAKEN. THE FULL BOARD OF ALDERMEN WILL BE UPDATED AT THEIR MEETING.

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

Mr. Gerckens said this came up because there are a number of department heads that speak at the meeting and are supposed to provide reports each month. He said in his opinion with the exception of the Mayor's Chief of Staff we've lately been asking for a verbal report but he feels that it looks better if we receive the report in writing. Mr. Iacuone said there were a couple of other smaller committees that are supposed to provide a report. Ms. DeGennaro said the Cultural Commission, by Ordinance, has to give a written report. Mr. Garofalo said the Finance Director was added the last couple of years, although he can't remember why it was decided to include that department. Ms. DeGennaro said she believes that's also in the Ordinance. Mr. Gerckens said we can ask that the Mayor's Chief of Staff and Finance Director both issue a written report. He asked if we should just make the request or do we put some "teeth" to it. He said he doesn't think we'll get anywhere if we add an "or else" statement. Mr. Gerckens said the fact that it is a formal request from the Board of Aldermen to do this way it will be on record. Ms. DeGennaro suggested looking at the agenda list and check against the Ordinance/Charter to see if it's in there. Mr. Gerckens said at the full Board of Aldermen meeting we can make it known that's what we're working on and then we can review and the next meeting and make a formal request.

NO ACTION WAS TAKEN. IT WILL BE DISCUSSED AT NEXT MONTH'S MEETING.

UPDATE ON NUTMEG AVENUE COMPLAINTS. DISCUSSION.

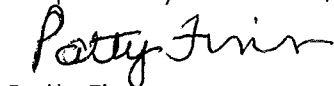
Mr. Gerckens said we know the steps that Dr. Conway has taken with regard to the change of address to try to alleviate the tractor trailers going up Nutmeg. We've spoken to the neighbors. Mr. Gerckens said he spoke to John Saccu, the City's Youth Officer and he and a patrol officer went to the basketball court where there were

about thirty youths playing and they stopped and discussed the situation with them. He said we've been looking at changing the amounts for the security deposits. We need to have this formalized by the springtime. Mr. Gerckens said we now have Ms. DeGennaro's suggestion about providing the rental list for the Police Department to be made aware when the picnic grove is rented and also when basketball games are scheduled. Mr. DeFala once again explained that if the picnic grove is rented for Saturday and Sunday his department will go up on Saturday to make sure the facility is ready for Sunday. If there is only one scheduled event they do not go up. Mr. DeFala said even if his department goes up to clean after an event the people don't listen to them. Mr. Gerckens said if they don't leave then this is when the Police would have to be called in to vacate the premises and then they risk losing their security deposit.

ADJOURNMENT

A MOTION was made by Mr. Gerckens with a second by Mr. Iacuone to adjourn the meeting at 8:05 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.