

BOARD OF ALDERMEN

OPERATIONS & PROCEDURES SUBCOMMITTEE SPECIAL MEETING

MAY 31, 2018 – 5:00 P.M.

2nd FLOOR CONFERENCE ROOM

MINUTES

Chair Barbara L. DeGennaro called the special meeting to order at 5:00 p.m. All rose and pledged allegiance to the flag.

Roll Call

Present: Barbara L. DeGennaro, Charles Sampson

Absent: Bev Moran, Ron Sill

Also Present: The Honorable Mayor Richard Dziekan
Andrew Baklik, Chief of Staff
Keith A. McLiverty, City Treasurer
Denise Cesaroni, Tax Collector
Marc J. Garofalo, Town & City Clerk
Vincent Marino, Corporation Counsel

ADOPTION OF THE AGENDA

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to adopt the agenda as presented. **Motion carried.**

PUBLIC PORTION

Ms. DeGennaro asked if anyone wished to address the committee.

Keith A. McLiverty, City Treasurer, 15 Academy Hill Road, Derby, CT

Mr. McLiverty asked if he should comment on the suspense list now or wait until it is brought up. Ms. DeGennaro said to wait until it is brought up during the meeting.

Ms. DeGennaro asked three more times if anyone wished to address the committee. Hearing no requests...

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to close the public portion. Motion carried.

APPROVE MINUTES OF THE APRIL 26, 2018 OPERATIONS & PROCEDURES SPECIAL MEETING

A MOTION was made by Mr. Sampson with a second by Ms. DeGennaro to approve the Minutes of the April 26, 2018 Special Meeting. **Motion carried.**

APPLICATION FROM DERBY PUBLIC LIBRARY FOR REPAIR OR REPLACE WINDOWS THROUGH THE CONNECTICUT NEIGHBORHOOD ASSISTANCE ACT (NAA) TAX CREDIT PROGRAM.
PATRICIA FINN, OFFICE OF ECONOMIC & COMMUNITY DEVELOPMENT.
DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. Finn noted that the Neighborhood Assistance Act Tax Credit Program Public Hearing was held at last month's Board of Aldermen meeting. At that meeting one application from the Derby Public Library was received to continue their on-going waterproofing project. Ms. Finn said the Board of Aldermen/Alderwomen will need to vote at their next regularly scheduled meeting if they recommend this project moving forward. If they recommend the project the paperwork will then be submitted to the CT Department of Revenue Services. Ms. Finn stated there is no cost to the City of Derby.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to recommend to the full Board of Aldermen/Alderwomen the application from the Derby Library for inclusion in the 2018 CT Neighborhood Assistance Act Tax Credit Program.
Motion carried.

CITY OF DERBY TAX COLLECTOR TRANSFER OF UNCOLLECTABLE TAXES TO SUSPENSE LIST PER MAY 3, 2018 REQUEST FROM DENISE CESARONI, TAX COLLECTOR.
DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said we've seen this list every year and one of her questions is once the Tax Collector turns it over to the collection agency what happens when we see individuals who we know are on the list. Ms. Cesaroni explained that the collection agency has a lot more resources than her office has. She noted that she has been very aggressive since she took over as Tax Collector and informed the committee that the previous Tax Collector would wait close to two years before placing an individual on the suspense list and turning it over for collection. Ms. Cesaroni said her office sends out a notice every other month and then a final demand request. She said there have been discussions in the past about booting vehicles. Ms. DeGennaro said she knows the work that is done in the Tax Collector's office and told Ms. Cesaroni that she knows she is doing her job. She would like to know once the Suspense List is approved and it is turned over to the collection agency is there any way of informing us of what has been collected. Mr. McLiverty said the purpose of sending Uncollectable Taxes to the Suspense List is to get them off our balance sheet. If we keep them on it's an artificial balance. Mr. Sampson said he would also like to know the results of sending this to the collection agency. Mr. McLiverty said we can supply that information. Mr. Sampson said he sees people who owe money and are on the list and they were just walking through City Hall. Atty. Marino said you could always inform the Tax Collector. Ms. Cesaroni said people are also registering their cars out of State to avoid paying the taxes. Mr. McLiverty said every year when the Suspense List goes out we can provide the Board with a copy of the payables received on the prior Suspense List. Mr. Sampson said could we deny a building permit until taxes are paid. It was noted that the City already does that. Ms. Cesaroni said with the vehicle taxes a lot of people are transient and could no longer live here. Regarding personal property taxes it is usually that the business is no longer in business. She said her office is doing a lot of the same practices that former Tax Collector's used. Ms. Cesaroni said she would need action on the Suspense List by the end of this fiscal year.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to recommend that the transfer of Uncollectable Taxes to the Suspense List per the May 3, 2018 request from Denise Cesaroni, Tax Collector be forwarded to the full Board of Aldermen/Alderwomen. **Motion carried.**

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to recommend to the full Board of Aldermen/Alderwomen to have the Tax Collector include an updated payment list of the Suspense List prior to or with next year's Suspense List. **Motion carried.**

REQUEST FROM RESIDENT JACQUELINE QUIROZ, OWNER OF 2 MONACO CIRCLE, 8 MONACO CIRCLE, 44 GILBERT STREET AND 53 GILBERT STREET FOR PARKING SPACES AT GILBERT STREET RESIDENTIAL PARKING LOT, CITY OF DERBY CODE, CHAPTER 186, VEHICLES AND TRAFFIC, ORDINANCE ARTICLE X §186-58 ENTITLED GILBERT STREET RESIDENTIAL PARKING LOT. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro asked Mr. Garofalo if Ms. Quiroz was informed that we would be meeting on this today. Mr. Garofalo said that he didn't contact her. Ms. DeGennaro said the Ordinance covers parking from up to High Street. She said the only time there was an exception was for a hardship case from a woman living at 47 Gilbert. Ms. DeGennaro noted that Ms. Quiroz owns a lot of property – noting that they also own 2 High Street where there is a garage that needs to come down because it encroaches on the right-of-way. Mr. Sampson asked if we have made any other exceptions. Ms. DeGennaro said there are people lower on the street that has come to us and we have denied them. She said at this point they don't meet the Ordinance. Atty. Marino said if Ms. Quiroz were to come to the Board of Aldermen/Alderwomen meeting is there anything that she can present to the Board that would make you change your minds? Ms. DeGennaro said she wouldn't.

A MOTION was made by Mr. Sampson with a second by Ms. DeGennaro with a recommendation not to approve the request from resident Jacqueline Quiroz. **Motion carried.**

2018 SENIOR PRODUCE AND HONEY EXTRA REDEMPTION (SPHERE) GRANT IN THE AMOUNT OF \$2,106.00 FROM THE STATE OF CONNECTICUT DEPARTMENT OF AGRICULTURE SUBMITTED BY SHELTON RESIDENT MICHELLE NOVAK FOR THE FARMER'S MARKET AND AUTHORIZING RESOLUTION FOR SAID GRANT. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said she doesn't understand how this person applied for a grant under the City of Derby when she is a resident of the City of Shelton. Mr. Baklik informed the committee that Ms. Novak is the "Market Master" on behalf of the City of Derby Cultural Commission and she took this upon herself to apply. She is also involved with the Shelton and Monroe Farmer's Markets. It was noted that the Farmer's Market will no longer be held on Sundays but will now be held on Tuesday evenings during the summer concert series on the Green. Ms. DeGennaro said we may have to look into making that change. Mr. Garofalo said he recalls the Board passing a type of blanket provision for non-profits using the Green. Ms. DeGennaro also noted that Ms. Novak was not an appointed member of the Derby Cultural Commission. Ms. Finn said she has spoken with Mark Hood from the State of CT Department of Agriculture regarding the resolution. All documents needed to be submitted by May 25, 2018 and in lieu of the

resolution she prepared documents for the Mayor to sign as the Executive Officer for the City. The State accepted those documents in place of the Resolution.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to forward the SPHERE Grant Application with the executed documents provided by Patty Finn to the full Board of Aldermen/Alderwomen. **Motion carried.**

Mr. Garofalo stated that in prior meetings the Board of Aldermen has expressed their frustration with the Cultural Commission and he feels that both boards should meet to get on the same page.

FIREWORKS DISPLAY AGREEMENT WITH PYRO-ENGINEERING, INC. CENTRAL MAINE PYROTECHNICS FOR THE DERBY/SHELTON FIREWORKS DISPLAY ON TUESDAY, JULY 3, 2018 FOR SAID FIREWORKS DISPLAY WITH ALTERNATE DATE OF THURSDAY, JULY 5, 2018. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro asked Atty. Marino if he has had a chance to review the Agreement. Atty. Marino said he hasn't. Ms. DeGennaro said it's a pretty standard agreement. She noted that on the agenda it states "Agreement with Pyro Engineering, Inc." and that should be Central Maine Pyrotechnics.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to forward the Fireworks Display Agreement with Central Maine Pyrotechnics, subject to Corporation Counsel's review, to the full Board of Aldermen/Alderwomen. **Motion carried.**

Ms. DeGennaro said Derby's cost in the past was \$13,000 and the Board waived the bid process since the donations mainly cover the cost and there is very little, if any, cost to the City. Mayor Dziekan said over \$7,000 has been raised so far. Mr. Garofalo stated for the record that Phil Hawks, the City's Fire Marshal, counts each and every firework. In the agreement with Central Maine Pyrotechnics they included the type and number of fireworks with the grand total of shells in the display being is 8,257. Ms. DeGennaro said she knows that Mr. Hawks will make sure they are all accounted for.

ROAD CLOSURES OF ELIZABETH STREET AT MAIN STREET AND ELIZABETH STREET TO THIRD STREET ON TUESDAY, JULY 3, 2018 FOR DERBY/SHELTON FIREWORKS DISPLAY WITH ALTERNATE DATE OF THURSDAY, JULY 5, 2018. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to forward the recommendation for road closures of Elizabeth Street at Main Street and Elizabeth Street to Third Street on Tuesday, July 3, 2018 with an alternate date of Thursday, July 5, 2018 for the Derby/Shelton fireworks display along with a notice that the Derby Police LTA make changes where they believe is appropriate. **Motion carried.**

DESIGN APPROVAL OF A DECORATIVE 'ACORN STYLE' LIGHT FIXTURE FOR MAIN STREET AS PROPOSED BY JAMES TATE, ARCHITECT FOR THE RTE. 34 MAIN STREET WIDENING PROJECT. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said she received this information yesterday from Mr. Baklik. Mr. Sampson noted that the light style would be similar to the lights on the Derby/Shelton Bridge.

A MOTION was made by Mr. Sampson with a second by Ms. DeGennaro to forward the design approval of a decorative "Acorn Style" light fixture for Main Street as proposed by James Tate, Architect for the Rte. 34/Main Street widening project to the full Board of Aldermen/Alderwomen. **Motion carried.**

REMOVE 107 HAWKINS STREET FROM THE BLIGHT LIST AND AUTHORIZE CORPORATION COUNSEL TO RELEASE A DEFECTIVE BLIGHT LIEN FILED ON THE LAND RECORDS BY THE HEARING OFFICER. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Atty. Marino informed the committee that he would take the blame for this oversight and noted that the lien had the wrong property owner listed. He said the blight has been remediated. Ms. DeGennaro stated that in the past we've done a couple of things between this committee and the Blight Committee.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to forward to the full Board of Aldermen/Alderwomen the recommendation to remove 107 Hawkins Street from the Blight List and authorize Corporation Counsel to release a defective blight lien filed on the Derby Land Records by the Hearing Officer. **Motion carried.**

ADJOURNMENT

A MOTION was made by Mr. Sampson with a second by Ms. DeGennaro to adjourn the meeting at 5:44 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.