BOARD OF ALDERMEN

OPERATIONS & PROCEDURES SUBCOMMITTEE SPECIAL MEETING

AUGUST 23, 2018 – 5:30 P.M.

JOAN WILLIAMSON ALDERMANIC CHAMBERS

MINUTES

Chair Barbara L. DeGennaro called the special meeting to order at 5:34 p.m. All rose and pledged allegiance to the flag.

Roll Call
Present: Barbara L. DeGennaro, Bev Moran, Charles Sampson

Also Present: Andrew Baklik, Chief of Staff
Alderman Thomas Donofrio
Dr. Matthew Conway, Superintendent of Schools
Carlo Sarmiento, Building Official
Marc J. Garofalo, Town & City Clerk

ADOPTION OF AGENDA
A MOTION was made by Ms. DeGennaro with a second by Ms. Moran to adopt the agenda as posted. Motion carried.

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

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

APPROVE MINUTES OF THE JULY 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 July 26, 2018 Special Meeting. ***Motion carried.***

PROPOSAL FROM ARS RESTORATION SPECIALISTS FOR DISASTER AND EMERGENCY PLANNING SERVICES. MAYOR RICHARD DZIEKAN. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.
Mr. Baklik said representatives from this company met with Mayor Dziekan to discuss disaster and emergency services. He asked the committee since this would be a service agreement should the City solicit other firms to get three quotes. Ms. DeGennaro said the three quote criteria of the Charter section is the price would have to be within $2,500 and under $15,000 (contract price.) She said this looks like it would be a per event type of price. Ms. DeGennaro said she's sure there are other firms that also offer this type of service noting that our insurance carrier probably provides some type of service. Mr. Sampson said they do a lot of things including training. He said the problem he has is they're considered the primary firm that the City would go to for any reconstruction of something that may get damaged during a major event. Mr.

Sampson said that is a problem because if it's City-owned property that needs to be reconstructed and if we have this contract that would forego the bidding procedure. Ms. DeGennaro said it also indicates that we would use only them. Mr. Baklik said they will proceed however the committee would like.. He said the Mayor couldn't make it this evening and perhaps we can get some more information and re-present at next month's meeting.

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

PROPOSAL FROM MCINNIS, INC., CONSULTANT FOR HUMAN RESOURCES AUDIT SERVICES. MAYOR RICHARD DZIEKAN. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

Ms. DeGennaro said she's sure there's more than one vendor who can provide a Human Resources (HR) audit. She said based on the price that they have provided it fits the criteria of the Charter Section 57 to get three quotes. She said the other concern that she has is does the Collective Bargaining Unit need to sign off on this. Ms. DeGennaro said she is also concerned about providing personnel (personal) information and wondered if the employees need to authorize the release of information. Mr. Baklik said it is all public record. Ms. DeGennaro said she doesn't feel that anyone's Social Security Number is public information. Mr. Baklik said there's a lot of things that are in there that shouldn't be and then there are things that should be in there over a decade of time that are not in there. He said there are a lot of other companies that also provide this type of service and he said they needed a baseline to see exactly what they needed. Mr. Baklik said he is going to be looking into other companies between now and next month and he hopes to go directly to the full Board with this information. Ms. DeGennaro said any contract would need to be reviewed by Corporation Counsel. Mr. Sampson said he fully agrees that we need HR and he feels this is a good alternative to a full time HR person. He said they should be able to tell us what should or should not be in a personnel file. Mr. Sampson said the policies for the City of Derby personnel are probably forty years old – there are no up to date policies. Ms. DeGennaro noted that this is just an audit – it is not to become the HR department for the City. It is an audit of what exactly is needed.

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

REVIEW OF RECOGNITION POLICY FOR ATHLETIC TEAMS AND INDIVIDUALS. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said she doesn't believe we're prepared to act on this item tonight. Mr. Sampson said he attended the last Board of Apportionment & Taxation (BOAT) meeting and suggested that a line item be set up and carried from year to year and the Board of Aldermen (BOA) would determine the amount that should be set aside. He said he also spoke to Pop Warner and Little League. Mr. Sampson said he did not hear back from BOAT; however they seemed not opposed to the idea. Ms. DeGennaro said she was also at the BOAT meeting and noted that Carmen DiCenso has asked that this be done for the past couple of years. She said if we don't want to touch the policy we can just let it lie for the time being. Mr. Sampson said since the BOA set the policy we can change the amount. Ms. DeGennaro said the policy states $3,

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

PROPOSED ORDINANCE, CITY OF DERBY CODE, ENTITLED "PARKING FINES APPEALS." DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

Ms. DeGennaro said Atty. Marino could not attend tonight's meeting so we will act on this at next month's meeting. He has sent over a draft ordinance for the committee to review. Ms. DeGennaro said she has noted a few things in the draft copy that she would suggest be changed.

A MOTION was made by Ms. DeGennaro with a second by Ms. Moran to **TABLE** this item until next month's meeting. ***Motion carried.***

WAIVER OF BUILDING PERMIT FEES, PERMIT #11344 IN THE AMOUNT OF $7,547.92 LESS THE STATE PERMIT FEE FOR REPLACEMENT WINDOWS AT DHS. MARK IZZO, SCHOOL BUSINESS MANAGER. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

Dr. Conway said he is asking for this waiver as part of the project. He said they are asking for waivers on fees that cover the costs for outside work.

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to recommend to the full Board of Aldermen/Alderwomen to waive the Building Permit fee for Permit #11344 in the amount of $7,547.92 less the amount due to the State of CT and less the City cost for the permit for the replacement windows at Derby High School. ***Motion carried.***

WAIVER OF BUILDING PERMIT FEES, PERMIT #11356 IN THE AMOUNT OF $12,095.40 LESS THE STATE PERMIT FEE AND LESS ANY ENGINEER PLAN REVIEW(S) FEE(S) FOR THE NEW FIELD HOUSE FOUNDATION. MARK IZZO, SCHOOL BUSINESS MANAGER. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

A MOTION was made by Mr. Sampson with a second by Ms. Moran to recommend to the full Board of Aldermen/Alderwomen to waive the Building Permit fee for Permit #11356 in the amount of $12,095.40 less the amount due to the State of CT and less any engineer plan review(s) for the new Field House Foundation.

DISCUSSION ON MOTION

Ms. DeGennaro said we just don't know what the engineer plan review cost would be. Mr. Garofalo suggested that those costs be paid directly from the contractor to the engineer. Ms. DeGennaro said Mr. Sarmiento explained that Milone & MacBroom presents their bills to the City. Dr. Conway said they have paid those in the past through Mr. Sarmiento but the actual fees that the City charges for permit fees aside from those costs of outside contractor fees is what they're requesting to be waived. Ms. DeGennaro asked Mr. Sampson if he would like to amend his motion or just refer it to the full Board of Aldermen/Alderwomen for discussion. Mr. Sampson said he spoke to Mr. Sarmiento and he doesn't know what those fees are yet so we can't refund it until we know the amount.

MOTION CARRIED.

Dr. Conway said he did find the language that exists for the rings. The current language says "up to $3,500" so it doesn't lock the BOA or BOAT into a specific dollar amount – it's a not to exceed. Dr. Conway said he feels the policy is good as it is – it's just getting a line item. Mr. Sampson said he wants to recognize the kids but the policy says for rings – that's what needs to be changed. It needs to be a little more generic and not just lock us into rings.

ADJOURNMENT

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to adjourn the meeting at 5:59 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.