

BOARD OF ALDERMEN
OPERATIONS & PROCEDURES SUBCOMMITTEE MEETING
JANUARY 24, 2019 – 5:15 P.M.
JOAN WILLIAMSON ALDERMANIC CHAMBERS
MINUTES

Chair Barbara L. DeGennaro called the meeting to order at 5:20 p.m. All rose and pledged allegiance to the flag.

Roll Call

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

Also Present: The Honorable Mayor Richard Dziekan
Andrew Baklik, Chief of Staff
Salvatore Coppola, Finance Director
Marc J. Garofalo, Town & City Clerk
Carlo Sarmiento, Building Official
Dr. Matthew Conway, Superintendent of Schools (arrived at 5:30 p.m.)
Vincent Marino, Corporation Counsel

ADDITIONS, DELETIONS, CORRECTIONS AND ADOPTION OF THE AGENDA

A MOTION was made by Ms. Moran 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.

Marc Garofalo, Town & City Clerk

Mr. Garofalo asked if he should speak now regarding item #9 – Cultural Commission or should he wait until it is brought up. Ms. DeGennaro said he could speak when the item is brought up.

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

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

APPROVE MINUTES OF THE DECEMBER 13, 2018 OPERATIONS & PROCEDURES SPECIAL MEETING

A MOTION was made by Ms. Moran with a second by Mr. Sampson to approve the Minutes of the December 13, 2018 Special Meeting. **Motion carried.**

DISCUSSION REGARDING A CERTAIN DERBY SENIOR CENTER BANK ACCOUNT AND ITS OWNERSHIP AND/OR CONTROL. SALVATORE COPPOLA, FINANCE DIRECTOR.
DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Salvatore Coppola, the Finance Director for the City of Derby informed the committee members that he recently sent an email to the City's Corporation Counsel, Vincent Marino, with the most recent bank statement. He also met with the executive board of the Senior Center noting that they are not a separate authority – they are part of the City. Mr. Coppola said the Senior Center board told him that the remaining money in the account is needed for repairs to the elevator at the center. It was noted that the former director took the other funds. Mr. Coppola said he feels we should wait until there is a decision from Atty. Marino as to who is the rightful owner of the funds. He said no one knows who started the account or where the money came from although he was informed that the money was to be used for bus trips for the Senior Center. Mr. Coppola indicated that the seniors were upset that the City might be taking the funds. Ms. DeGennaro asked if anyone knows what Tax ID is associated with the account. Atty. Marino said he feels there's a fundamental risk to maintain financial accounts when it's under the municipality. He feels the money should be put in the General Fund and then earmarked as to how it should be expended. He also noted there is no knowledge as to who had the authority to approve and spend the money. Atty. Marino said there should be a policy that all accounts should be under the City. Mr. Coppola said this is the account where the former director embezzled from. He said the new director said at one point the Center did have a 501 C (3) status; however that is no longer the case. Ms. DeGennaro suggested having someone contact Webster Bank – they must have the information as to when the account was opened and by whom. Mr. Coppola said Mr. McLiverty, the City Treasurer, informed him that after the money was embezzled the account was closed and a new account was opened. Ms. DeGennaro said Atty. Marino should look into this matter. Atty. Marino suggested that the committee carry this over to next month and he will get in contact with Mr. McLiverty to discuss.

Mr. Sill from the Elderly Services Committee informed the committee that Ms. Churchill, the Senior Center Director, was told not to use the money from that account. He said the Center could certainly use the money for many items. Atty. Marino said perhaps Ms. Churchill could also come to next month's meeting.

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

RECOMMENDATION TO SELL THE CITY-OWNED VARCA BUILDING FROM THE VARCA BUILDING FUTURE USE AD-HOC COMMITTEE. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said a letter was received from Carmen DiCenso, the Chair of the Ad Hoc Committee with the recommendation for the City to sell the building. Ms. DeGennaro asked if anyone had any questions. Atty. Marino said there was an inspection of the property and a massive amount of funds is needed in order to make

the building viable. He said it is not in the public best interest to maintain the building and suggested that the City look for someone to take over the building.

A MOTION was made by Ms. Moran with a second by Mr. Sampson to recommend to the full Board of Aldermen/Alderwomen to have the City look for a buyer for the building.

DISCUSSION ON MOTION

Atty. Marino said if we're going to refer it to the Board of Aldermen/Alderwomen to look for a buyer he would also suggest that they have an appraisal done on the entire building/property.

MOTION CARRIED.

CITY OF DERBY CODE, CHAPTER 7, ARTICLE XV "CULTURAL COMMISSION", §7-66 ET SEQ. DISCUSSION AND APPOINTMENT OF MEMBERS. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said the Ordinance calls for seven members staggered over three year terms. Andrew Baklik, Chief of Staff, said he knows that Danny Soto and Rich DiCarlo are interested in being members and noted that it is very difficult to find members for this commission. Ms. DeGennaro said we can look into changing the Ordinance in order to change the number of members. Atty. Marino said he has found there is a lack of volunteers in many municipalities to fill these commissions. Mr. Baklik noted that Ms. Gagliardi, Mayor Dziekan's Administrative Assistant, has done a great job assisting this commission. Mr. Garofalo said he feels that the makeup of the commission is the problem. He said the volunteers do a great deal of work without compensation. He suggested breaking out the specific events – Derby Day, Halloween, and the Christmas Tree Lighting – and having a Chair for each specific event. Ms. DeGennaro said her main concern is the money coming in and more importantly the money going out. Reporting is crucial as there is a lot of cash involved. She said it should be controlled by the Finance Department with them receiving the funds and signing off on expenses. Mr. Garofalo said they receive money from the Board of Apportionment & Taxation (BOAT) and he feels that they should not be signing off on money. Mr. Sampson asked the committee to give him thirty days and he will work with Mr. Baklik to see if they can work on this commission. Mr. Baklik said he would like to see Derby Day and the Fireworks on the same day – make it one huge event. A lot of time and energy goes into having them on separate dates and perhaps it would be beneficial to have it occur on the same date.

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

DISCUSSION REGARDING ESTABLISHMENT OF AND APPOINTMENT OF MEMBERS FOR MAINTENANCE COMMITTEE(S) FOR THE JOSEPH RAYMOND PAYDEN FIELDHOUSE AND RYAN FIELD ATHLETIC COMPLEX. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Mr. Sampson said he asked that this item be placed on the agenda as there are several different departments that will be responsible for the maintenance and upkeep of the complex - Public Works, Parks & Recreation, etc... He said he was asked by the Chairman of the Athletic Complex Committee to put a small group together of those who are affected along with two extra individuals and also someone from the BOAT to figure out where these line items are going to come from for the maintenance. Mr. Sampson said he would suggest one from Parks & Recreation, Public Works, Board of Education, Athletic Complex Committee, Fieldhouse Committee, and one from the BOAT. There was also a suggestion to have one person from the Board of Aldermen/Aldermenwomen (BOA) sit on the committee. Dr. Conway said the original suggestion was one person from Public Works, Parks & Recreation, BOAT, Board of Education (BOE) and BOA. There would be five members total and ideally at least two of the five from the Athletic Complex Committee and the Fieldhouse Committee. He said there are already members of the BOA, BOAT and BOE on both the Athletic Complex Committee and the Fieldhouse Committee. Dr. Conway said the idea is to keep the committee small so decisions could be made and to also have members from both committees as they have been involved since the inception of the project. He said when both committees were formed there were no members from any of the boards and information wasn't getting back to the respective boards. Dr. Conway said they currently have representatives from Planning & Zoning on the committees; however once the complex is completed they will no longer be needed. Ms. DeGennaro asked Dr. Conway if he is looking to form two committees or one. Dr. Conway said one - it would be oversight for the entire complex. Ms. DeGennaro said this is the makeup of the committee - we don't have the actual people yet to fill these positions. She said the committee would first need to be established and we would need to bring that to the full Board of Aldermen/Aldermenwomen. Ms. DeGennaro asked Dr. Conway if he has any names that he would like to present for the positions.

A MOTION was made by Mr. Sampson with a second by Ms. Moran to recommend to the full Board of Aldermen/Aldermenwomen to establish a Maintenance Committee for the Joseph Raymond Payden Field House and Ryan Field Athletic Complex comprised of a member from Parks & Recreation, Public Works Department, Board of Education, Board of Apportionment and Taxation and the Board of Aldermen/Aldermenwomen chosen by their respective boards.

DISCUSSION ON MOTION

Ms. Moran asked if a layperson would be included on the committee. Mr. Sampson said we could discuss it at the full BOA meeting. Ms. DeGennaro asked if we want to establish term limits. Dr. Conway said it would be associated with their term on one of the boards. If your term is up on one of these boards and the person doesn't get re-elected then that board would select somebody and send that name to the full BOA. Atty. Marino said then why not set the term so it runs with the municipal election. Mr. Sampson said he doesn't think we're going to need to have this Maintenance

Committee for the next thirty years. He feels that they should be able to come up with the decisions as to what work and financials each department would be responsible for. Atty. Marino said the committee would stand for as long as there is business and then it would be dissolved or to address the concerns of the BOA or other people who are no longer elected in that capacity then you have the terms just expire – say November 30th of the municipal election year – then if they get re-elected they just get reappointed. Ms. DeGennaro said we don't need to do this now – we could get it all worked out at the full BOA meeting. She said she will consider something and present it at the full BOA meeting.

MOTION CARRIED.

DISCUSSION REGARDING THE CREATION OF A TAX RELIEF ORDINANCE FOR GOLD STAR FAMILIES. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN


Ms. DeGennaro said she placed this on the agenda with the intent to discuss it at a later point. She said someone approached her and she would like to have Atty. Marino look into this further.

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

ADJOURNMENT

A MOTION was made by Ms. DeGennaro with a second by Ms. Moran to adjourn the meeting at 6:06 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.