BOARD OF ALDERMEN

OPERATIONS & PROCEDURES SUBCOMMITTEE MEETING

JULY 25, 2019 – 5:15 P.M.

JOAN WILLIAMSON ALDERMANIC CHAMBERS

MINUTES

Chair Barbara L. DeGennaro called the meeting to order at 5:15 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
Andrew Cota, Chair, Parks & Recreation Commission
Edward Armeno, Director, Public Works Department
Pamela Gagliardi, Administrative Assistant to Mayor Richard Dziekan
Dr. Matthew Conway, Superintendent of Schools
Marc J. Garofalo, Town & City Clerk
Vincent Marino, Corporation Counsel

ADDITIONS, DELETIONS, CORRECTIONS, AND ADOPTION OF THE AGENDA
There are none.

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

PUBLIC PORTION
Ms. DeGennaro asked if anyone would like to address the committee.

Bill Martino, 24 Prairie Avenue, Derby, CT – Vietnam Veteran
I was born and raised in Derby. My Dad bought that parcel from (inaudible) in the '60's. We took the barn down and built a ranch and me and my wife live there now. Well the whole thing is the taxes – I just turned 77. When I returned home from the service in '65 I received an exemption from the City – that was '65 so that's 54 years ago. Back then when I got out my Father found me a car, I was 22 years old, I had no car, I had no house, but I had an exemption. 54 years later I still have the same exemption – 54 years. So, let's do something for the Vet's. How many guys my age are left in this town? I would like to see increase the exemption and freeze our taxes for the time that we have left. I served my Country so how about Derby helping us guys out? There can't be too many like me. You know we're not talking New York, Boston, or Chicago. There's gotta be half of the guys that are left. World War II forget it. I don't think there's – that's really gone – but now we're next. I think it's sad – it's sad. I come down the hill, I come over – before I get to the bridge – now they took the buildings

down here on lower Main Street, as I approach the bridge I kind of envision the Lone Ranger coming down with Silver yelling hi ho Silver. It's like the wild, wild west – what's going on here? We got that National School Studio – it used to be a bowling alley – I'm old enough to remember that in the '60's. We got a mile and a half across the bridge it looks like the Las Vegas strip – motels, industry – they're building. We got a beautiful area – this is a beautiful spot. Don't tell me we're not – we don't have the location – look where we are. It's years – 30, 40, 50, 60 years – what are we doing? What do we need Donald Trump to get into this thing? I don't know but it's sad to see this. Now I was born on the block there where Veradi's gas station is – remember years ago? Mr. Verardi heck of a nice guy. The gas station blew up and he got hurt bad. I was born in that brick building. (Inaudible) and Carl Passeretti were the barbers on the first floor – they used to play the guitar and sing while they cut your hair. Went to Roseland – my wife and I went to Roseland the other night and she said let's go through Hawthorne Avenue. I went by my building – the block – and Johnny Orazietti – remember Johnny lived behind me. I guess I don't know – I'm a Vietnam era Veteran, I was in the Military Police 2nd Armored Division out of Ft. Meade Texas – I would not drive through there where I lived after sunset. This is sad man. This is sad, sad – this is Derby, CT – I love this town. Jesus God Almighty what's going on? It's – I was born here; I was born here in 1942 and I told my wife don't you come here by yourself if you gotta come through.

Ms. DeGennaro – It's a different world.

Mr. Martino – As far as that – I mean it's everything. But as far as the military I would love to see the City do something for us Vet's, especially the older Vet's now. There can't be too many of us left. Don't wait until we're in the ground. Thank you.

Ms. DeGennaro thanked Mr. Martino.

Ms. DeGennaro asked three times if anyone else 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 MAY 7, 2019 OPERATIONS & PROCEDURES SPECIAL MEETING

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to **TABLE** the Minutes of the May 7, 2019 meeting. ***Motion carried***.

APPROVE MINUTES OF THE JUNE 27, 2019 OPERATIONS & PROCEDURES MEETING

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to **TABLE** the Minutes of the June 27, 2019 meeting. ***Motion carried***.

UPDATE REGARDING PARKING SPACES AT GILBERT STREET RESIDENTIAL PARKING LOT, CITY OF DERBY CODE, CHAPTER 186, VEHICLES AND TRAFFIC, ORDINANCE ARTICLE X §186-58 ET SEQ. ENTITLED GILBERT STREET RESIDENTIAL PARKING LOT. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

Ms. DeGennaro said she believes it's her misunderstanding as she thought the letter was going to be mailed out. Ms. Finn stated that she prepared a draft copy of the letter and she was looking for someone to review the draft and approve it before it was sent out. Mr. Sampson asked if the Local Traffic Authority need the Board of Aldermen/Alderwomen permission to conduct business, which typically this letter is. Atty. Marino said he understands Ms. Finn's position to have someone approve the letter prior to her sending it out. He does not believe that this is something that needs to go back to the full board. Ms. Finn will send the draft copy to the committee members and Atty. Marino to review.

DISCUSSION REGARDING CREATION OF A VETERANS' TAX ABATEMENT ORDINANCE PURSUANT TO STATE OF CT PUBLIC ACT 18-102 AND/OR CREATION OF ORDINANCE PURSUANT TO STATE OF CT PUBLIC ACT 17-65 ENTITLED "AN ACT CONCERNING MUNICIPAL OPTION PROPERTY TAX EXEMPTION FOR GOLD STAR PARENTS AND SPOUSES." DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN

Ms. DeGennaro said we had a discussion at our May meeting and had received some numbers from the Assessor. She asked Atty. Marino if those numbers changed with the new mill rate. Atty. Marino said the mill rate would not affect the eligibility of the individuals. It would go based upon the eligibility of the Veteran. He said one thing we need to decide is what is the appropriate income level. The Statute was amended and historically OPM (Office of Policy & Management) through the Legislature had set the limits, which was relatively low, and it was thought that those municipalities would follow that limit. Over the years it was increased to expand the pool of Veterans' that were eligible. The most recent modification of the Statute under the Veterans' exemption left the income threshold open – meaning that they removed the income threshold and they said the municipality can make a decision as to what the appropriate income threshold is. He told the committee in Orange the Ordinance was amended and it was increased to $75,000. Atty. Marino said it is going to be driven by your community as to what you feel the appropriate level of income is – if any level of income. He said some legislators feel because of the service of the individual they should get the benefit no matter how much they make. Others may say if you're making $100,00 - $150,000 – we appreciate that you served but you didn't serve to get real estate credit and you can afford to pay your real estate if you're making that amount of money. Atty. Marino said this is really another benefit to give a tax abatement to someone who performed a function but doesn't have the financial ability because of their income level, or because of their age and they're on a fixed income. That is what you need to balance.

Ms. DeGennaro said after the last meeting she received numbers from the City's Assessor, Betsy Quist, but she does not know if everyone has that information. Atty. Marino said with tax abatements work there are a couple of different options. He said there is one that is driven by statute and another that goes to Gold Star Families. Atty.

Marino said just because they're on the books, the Veteran still has to make an application – it doesn't mean that they just get it – and they would have to apply prior to the October 1st Grand List deadline they would have to submit an application and be approved by the Assessor. Atty. Marino said he could meet with the Assessor to get her recommendations in a draft form. Ms. DeGennaro said that might work since we already have the information on how Orange proceeded. Atty. Marino said he could work on this and have it back before the committee for next month's meeting. He said from a timing standpoint it would be a recommendation from this subcommittee to the full Board and the full Board would have to have a Public Hearing. He said he will prepare it and circulate it electronically. Atty. Marino said when I do that it is not meant for communication back and forth it is just meant to give you more time to review.

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

DISCUSSION REGARDING THE PROPOSED JOB POSITIONS' CREATION FOR MAINTENANCE AND USE OF THE JOSEPH PAYDEN FIELDHOUSE, PAYDEN PARK BASEBALL FIELD AND RYAN FIELD ATHLETIC COMPLEX. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMEN/ALDERWOMEN.

Ms. DeGennaro said last week there was a joint meeting between the Operations & Procedures Committee and the Parks and Recreation Committee to try to establish the function of taking care of the fieldhouse. At that meeting there were proposals of positions that Parks & Recreation had presented to the Tax Board. Monies were allocated in the Special Working Balance and they show up under Department 5200. Ms. DeGennaro said there is an allocation for (1) Custodian Supervisor, (2) Custodians, and (3) Attendants all on a part-time basis.

Ms. DeGennaro said Andy Cota, Chair of the Parks & Recreation Department, is present this evening. She said at last week's joint meeting there was a lengthy discussion about how many positions are needed and the role of the Public Works Department. She said the building is getting ready to be turned over to the City and we need to have this figured out. She said aside from other policies that need to go along with this, and she promised them that she would meet any other time and get those policies in order, but for tonight's purpose we need to figure out these positions.

Ms. DeGennaro asked Mr. Cota how he came up with the dollar figures for the positions. Mr. Cota said he based it off of a pattern that we have for the old City Hall (gymnasium and swimming pool positions.) He said the positions that came the closest for what we're looking for at the fieldhouse is attendants at $10.88 per hour, $15.50 per hour for the custodian and $18.60 for the supervisor. Mr. Cota said he believes the one supervisor the average amount of hours would be 20 hours per week, and they split up the custodians at 10 hours each. He said this will vary depending on the activities and usage. Mr. Cota said there should be a person on the premises each time there is an event occurring. Atty. Marino asked if job descriptions have been developed. Mr. Cota said documents were devised noting that they are general but also specific regarding OSHA, etc.

Ms. DeGennaro said one of her concerns with the job descriptions is the hours. It doesn't say specifically how many hours that each position will work. She also questioned whether we need all of these positions.

Mr. Cota said that we had to start some place and that we still don't know how it's all going to shake out. We need to have something in place and then adjust as time goes on. We may find that this amount of positions aren't enough. Mr. Sampson said we do need to have something in place and the clock is ticking. He said whoever is hired will need to know that their hours are not set in stone. They will need to work nights, weekends, whenever the events are. Mr. Cota said he is hoping that some retirees apply as their schedules are flexible. Atty. Marino asked if they considered hiring a vendor custodial service. Mr. Armeno said he tried that route, and no one would give him any pricing without first seeing the facility and knowing the hours. He said his department will certainly have someone overseeing the cleanliness of the building. Mr. Sampson said he is not opposed to getting someone who is totally responsible to open/close the building – perhaps we already have a custodian on staff and can get a list of 2-3 people who can work. He would suggest just keeping things to school events until all the kinks are worked out.

Ms. DeGennaro said her concern is still the job description regarding the wages and especially the hours. She doesn't want to have any miscommunication or misinterpretation regarding the positions.

The committee continued to review the job descriptions and who would oversee the operations of the building. Mr. Cota said the building is broken down into three distinct parts and he doesn't envision utilizing the entire building all at once. He said he doesn't really want to lock too much into the job descriptions. Ms. DeGennaro said whatever everyone does she feels there should be a record of the work performed.

Mr. Sampson said he doesn't feel that we need to have a Payden Field House attendant at this time. He said the attendants, per se for the current field house are the football coaches, Pop Warner staff, etc. Ms. DeGennaro said that's why she feels the policy is going to take awhile and asked Dr. Conway his opinion. Dr. Conway said he feels that we currently have enough staff to open, clean and seal the building. As with the luncheon that was held today there was no staff from outside – our own staff handled everything.

Mr. Garofalo said he would implore the board to decide who is the ultimate person who is in charge. Mr. Cota said he believes it would be Dennis O'Connell. Ms. DeGennaro said we talked about this last week and the Board of Aldermen/Alderwomen control the City buildings and Parks & Recreation the fields. As to who the top person is we don't have one – ultimately it's the Board of Aldermen/Alderwomen. Atty. Marino concurred that the supreme board is the Board of Aldermen/Alderwomen.

A MOTION was made by Ms. DeGennaro with a second by Ms. Moran to refer to the full Board of Aldermen/Alderwomen the creation of (1) position for a Custodian Supervisor

and (1) position for a Custodian for the Payden Fieldhouse Complex pursuant to the salary amounts that were proposed by the Tax Board for (1) Custodian Supervisor and (1) Custodian with Atty. Marino to review the job descriptions presented tonight and add in the hourly wage and amount of hours on a part-time basis for consideration at the full Board of Aldermen/Alderwomen meeting.

Mr. Sampson would like to present a Friendly Amendment – At this time limit the usage for Derby School sports and Pop Warner until further notice from the Board of Aldermen/Alderwomen.

Atty. Marino said as a point of order it states on the agenda that the only discussion item is the creation of positions. Ms. DeGennaro said we can bring it up at the full Board meeting. Atty. Marino said that is correct or you can add it onto this agenda right now.

Mr. Sampson withdrew his Friendly Amendment.

MOTION CARRIED.

ADJOURNMENT

A MOTION was made by Ms. DeGennaro with a second by Mr. Sampson to adjourn the meeting at 6:25 p.m. ***Motion carried.***

Respectfully submitted,

Patty Finn

Patty Finn
Recording Secretary

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