5+6

City of Derby
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June 4th, 2026

To: Derby Board of Alderman

From: Director, City of Derby Public Works

To Whom it May Concern – The Board of Aldermen Committee

The Department of Public Works would like to notify the Board of Alderman of the following request for proposed equipment transactions. We have two interested parties who wish to purchase these vehicles as is.

- The Sale of a 1999-John Deere with Tiger Mower Side Arm: Model 6310 *(Serial: L06310P220040)* to be sold as is for - $1,500.00
- The Sale of a 1999- Ford F-350 Formally (Truck 35)- *(VIN-1FTSF31FXXEC00313)* to be sold as is for -$250.00
- The Sale of a 2013 Volvo Skid steer - to be sold as is for -$1.500.00.
- Respectfully Requesting for authorization to scrap the following inoperable vehicles-
    - 2005- Ford Explorer *(VIN-1FMZU73K45UB08103)* as they are not safe or suitable for service.

We are seeking approval from the Committee to conduct this business transaction.

Respectfully,

Michael Piscioneri
Director-Public Works
City of Derby

7

CITY OF DERBY
POSITION DESCRIPTION
UPDATED: JUNE 18, 2026

TITLE: CHIEF OF STAFF

CLASSIFICATION:
This position is an exempt salaried position and shall be considered Full Time.

GENERAL STATEMENT OF DUTIES:
The purpose of this position is to assist the Mayor in planning and implementing the physical and economic development of the City to achieve a balanced economic and cultural base for orderly growth of the City.

SUPERVISION RECEIVED:
The employee works directly under the supervision of the Mayor and shall hold no other elected or appointed office within the City.

SUPERVISION EXERCISED:
Supervisory authority is limited to staff, as assigned or directed by the Mayor.

ESSENTIAL JOB FUNCTIONS:
In addition to managing municipal projects and handling duties as assigned by the Mayor, the employee will act as a liaison among City officials and staff, developers, private businesses, community and political officials, and the public to foster municipal development.

The employee is responsible for carrying out the development priorities established by the Mayor, with a primary focus on the redevelopment of defunct business areas and housing stock.

Received
JUN 18 2026
Derby, CT Town Clerk's Office

The employee helps to expedite regulatory processes of development proposals, prepare research for, and provide technical assistance to, various boards and commissions at the direction of the Mayor, prepare written reports, interpret and administer pertinent laws, and maintain relationships with regional, statewide and federal organizations and agencies.

MINIMUM EDUCATIONAL TRAINING AND EXPERIENCE:
This position requires, at a minimum, a bachelor's degree from an accredited four-year college or university and at least five years' experience in a field that provides the necessary knowledge, skills and ability to analyze, plan and finalize complicated projects. A master's degree in public administration or business administration or law Degree and at least three year's experience may be substituted for the five years' experience.

KNOWLEDGE, SKILLS, AND ABILITIES:
In addition to possessing working knowledge of the principles and practices of municipal development and governmental structure, the employee must have considerable knowledge of local ordinances, state and federal law, and applicable local, state and federal administrative regulations. Strong verbal, written, computer, and people skills are required. The employee must be capable of managing multiple complicated projects and creatively solving complex problems.

COMPENSATION:
Upon adoption, The Chief of Staff shall be paid an annual salary of $80,000.00. Increases in the salary of the Chief of Staff will be equal to the percentage increase for salaries of the Derby City Hall Union Collective Bargaining Agreement.

The Chief of Staff will be entitled to the same benefits and pension as the Derby City Hall Employees.

Received
JUN 18 2026
Derby, CT Town Clerk's Office

Chapter 32. OFFICERS AND EMPLOYEES

Article XXVIII. Chief of Staff

[Adopted 4-28-2005]

§ 32-96. Office established.

On and after the effective date hereof, there shall be a Chief of Staff of the City of Derby, who shall have all of the powers, duties and responsibilities hereinafter set forth in the ordinances and in the position description for the Chief of Staff of the City of Derby as adopted and amended from time to time by the Board of Aldermen.

§ 32-97. Appointment and compensation.

The Mayor of the City is hereby authorized to appoint and hire a Chief of Staff. The Mayor is vested with the authority to remove the Chief of Staff, for any cause that shall seem to the Mayor sufficient, of which cause the Mayor shall be sole judge, and his/her actions shall not be subject to review by any court or other tribunal. The compensation and benefits of the Chief of Staff shall be detailed in the position description as adopted and amended from time to time by the Board of Aldermen.

§ 32-98. Supervision and duties.

The Chief of Staff shall serve under the direction of the Mayor of said City, who shall prescribe hours of employment and direct the policy guidance and specific duties to be performed. The Chief of Staff shall perform all duties assigned by the Mayor, including those outlined in the City of Derby position description for the Chief of Staff as adopted and amended from time to time by the Board of Aldermen in accordance with the Charter and Ordinances of the City of Derby and the laws of the State of Connecticut.

8

CITY OF DERBY
POSITION DESCRIPTION
UPDATED: JUNE 18, 2026

TITLE: CHIEF ADMINISTRATIVE OFFICER

CLASSIFICATION:
This position is an exempt salaried position and shall be considered Full Time.

GENERAL STATEMENT OF DUTIES:
Administer general administration of the City and act as a point of contact for the public with City Hall.

SUPERVISION RECEIVED:
The employee works directly under the supervision of the Mayor and shall hold no other elected or appointed office within the City.

SUPERVISION EXERCISED:
Supervisory authority is limited to staff, as assigned or directed by the Mayor.

ESSENTIAL JOB FUNCTIONS:
The employee administers day-to-day activities overseeing and coordinating the operations of assigned city departments, acting as the primary liaison with the Board of Aldermen and other city boards and commissions, resolving conflicts and responding to inquiries, implementing personnel rules and policies, formulating and advising the Mayor on policy issues, representing the Mayor in meetings, negotiating collective bargaining agreements, and any other duties as assigned by the Mayor.

Received
JUN 18 2026
Derby, CT Town Clerk's Office

8

MINIMUM EDUCATIONAL TRAINING AND EXPERIENCE:

This position requires, at a minimum, a bachelor's degree from an accredited four-year college or university, or at least five years' experience in a field that provides the necessary knowledge, skills and ability to analyze, plan and finalize complicated projects. A master's degree in public administration or business administration or law Degree and at least three year's experience may be substituted for the five years' experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

In addition to possessing working knowledge of the principles and practices of municipal government, the employee must have considerable knowledge of local ordinances, state and federal law, and applicable local, state and federal administrative regulations. Strong verbal, written, computer, and people skills are required. The employee must be capable of managing multiple complicated projects and creatively solving complex problems.

COMPENSATION:

Effective July 6, 2026, The Chief Administrative Officer shall be paid an annual salary of $80,000.00. Increases in the salary of the Chief Administrative Officer will be equal to the percentage increase for salaries of the Derby City Hall Collective Bargaining Unit.

The Chief Administrative Officer will be entitled to the same benefits and pension as the Derby City Hall Employees.

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Received
JUN 18 2026
Derby, CT Town Clerk's Office

Chapter 32. OFFICERS AND EMPLOYEES

Article XXVII. Chief Administrative Officer

[Adopted 4-28-2005]

§ 32-93. Office established.

On and after the effective date hereof, there shall be a Chief Administrative Officer of the City of Derby, who shall have all of the powers, duties and responsibilities hereinafter set forth in the ordinances and in the position description for the Chief Administrative Officer of the City of Derby as adopted and amended from time to time by the Board of Aldermen.

§ 32-94. Appointment and compensation.

The Mayor of the City is hereby authorized to appoint and hire a Chief Administrative Officer. The Mayor is vested with the authority to remove the Chief Administrative Officer, for any cause that shall seem to the Mayor sufficient, of which cause the Mayor shall be sole judge, and his/her actions shall not be subject to review by any court or other tribunal. The compensation and benefits of the Chief Administrative Officer shall be detailed in the position description as adopted and amended from time to time by the Board of Aldermen.

§ 32-95. Supervision and duties.

The Chief Administrative Officer shall serve under the direction of the Mayor of said City, who shall prescribe hours of employment and direct the policy guidance and specific duties to be performed. The Chief Administrative Officer shall perform all duties assigned by the Mayor, including those outlined in the City of Derby position description for the Chief Administrative Officer as adopted and amended from time to time by the Board of Aldermen in accordance with the Charter and Ordinances of the City of Derby and the laws of the State of Connecticut.