

**BOARD OF ALDERMEN/ALDERWOMEN**  
**OPERATIONS & PROCEDURES SUBCOMMITTEE MEETING**

**SEPTEMBER 26, 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: Andrew Baklik, Chief of Staff  
Dr. Matthew Conway, Superintendent of Schools  
Keith A. McLiverty, City Treasurer  
Sal Coppola, Finance Director  
Marc J. Garofalo, Town & City Clerk  
Vincent Marino, Corporation Counsel

**ADDITIONS, DELETIONS, CORRECTIONS, AND ADOPTION OF THE AGENDA**

Ms. DeGennaro noted that there is one correction to the agenda. The first line of agenda item #12 reads Discussion/Possible Action and Recommendation to the full Board of Aldermen/Alderwomen. This should be included as the final line for agenda item #11.

**A MOTION** was made by Mr. Sampson with a second by Ms. Moran to make the following correction to the agenda: The first line of agenda item #12 reads Discussion/Possible Action and Recommendation to the full Board of Aldermen/Alderwomen. This should be included as the final line for agenda item #11.  
**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. DeGennaro with a second by Ms. Moran to close the public portion. **Motion carried.**

**APPROVE MINUTES OF THE MAY 7, 2019 OPERATIONS & PROCEDURES SPECIAL MEETING**

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

**APPROVE MINUTES OF THE JULY 16, 2019 JOINT SPECIAL MEETING WITH PARKS & RECREATION COMMISSION**

**A MOTION** was made by Ms. DeGennaro with a second by Mr. Sampson to approve the Minutes of the July 16, 2019 Joint Special Meeting between the Operations & Procedures Subcommittee and the Parks & Recreation Commission as presented. **Motion carried.**

**APPROVE MINUTES OF THE JULY 25, 2019 OPERATIONS & PROCEDURES MEETING**

**A MOTION** was made by Ms. DeGennaro with a second by Ms. Moran to approve the Minutes of the July 25, 2019 meeting as presented. **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 asked Ms. Finn if she has had any requests regarding the Gilbert Street parking lot. Ms. Finn said the tenants who reside in the apartment owned by the couple from Shelton inquired about the parking lot spaces and she referred them to the Derby Police Station for assistance. Mr. Sampson said he will be meeting with Chief Narowski and he will ask for an updated list for our next meeting.

**A MOTION** was made by Mr. Sampson with a second by Ms. DeGennaro to **TABLE** this item until our next meeting when the updated report is received. **Motion carried.**

**DISCUSSION AND REVIEW OF THE POLICIES AND PROCEDURES FOR MAINTENANCE AND USE OF THE J.R. PAYDEN FIELD HOUSE, PAYDEN PARK BASEBALL FIELD AND DEFILIPPO FIELD/RYAN ATHLETIC COMPLEX.**

Ms. DeGennaro said this is a work in progress regarding the policies. The draft that she has distributed this evening is a condensed policy regarding severe weather, threats policy, gas leak, tornadoes, She said she used some of the items prepared by Andy Cota and received a lot of information that already exists from Dr. Conway's office. Ms. DeGennaro stated that there should be a policy regarding key issuance – she knows that some keys have already been distributed. She said whomever had received a key it should state the key number and what that person's responsibility is on the site. There should also be a sign in sheet that is utilized each time that the key is used noting the date and time of entrance and exit. The building should also be inspected each time. Ms. DeGennaro said she has reviewed the policies of other towns – Madison, Milford, Seymour, Shelton and soon we will be using the great room and there will be a specific form to utilize/rent that room. Dr. Conway said he has used a sign out form for anyone who has received a key to sign. It indicates what key number they were given, the rooms that can be accessed with that key, the date they received the key, their signature and the signature of the person giving them the key. He said once we turn the keys over to the City those forms will also be handed over to the City.

Dr. Conway also informed the committee that every team and athlete using the facility has sign read the pledge individually as well as aloud with their team and has individually signed the pledge for the use of the facility.

Mr. Sampson said as far as key holders we need to have individuals responsible for any alarm – burglar or fire – that can be contacted and their information readily available on a list at the Police Department and the alarm company. Mr. Baklik said Nationwide Digital is the alarm company for the burglar alarm for the Memorabilia Room. He said there are motion detectors, etc. for that room. He will supply the other company for fire, etc... Mr. Sampson asked if we know who is going to be available to answer an alarm company in case a call comes in? Mr. Baklik said currently it is the staff of the building – Ed Armeno and Dennis O'Connell. There was a brief discussion as to who the main contact should be. Mr. Sampson said he feels the primary should be Dennis O'Connell, the secondary the custodian supervisor and the third the custodian. He said it should be filed with the Police Department and the Alarm Company in that order. Mr. Baklik stated that is how he has it listed now.

Ms. DeGennaro asked what happens with the memorabilia room – is it the same people? Dr. Conway said it is the same. Mr. Baklik said he also has the Athletic Director listed as he has an inventory of the items on site. Mr. Sampson said he feels that we should just keep it to the top three and if you feel that we should add the A.D. we can put him on. Mr. Baklik said he only has the A.D. listed on the memorabilia room as the room was keyed separately and there is only one key – even the custodians don't have a key to that room. Mr. Sampson said we can always add contact names as we go along.

**A MOTION** was made by Mr. Sampson with a second by Ms. Moran to recommend to the full Board of Aldermen/Alderwomen the J.R. Payden Field House Burglar/Fire Alarm procedure form with the addition of the burglar alarm company name and number, the fire alarm company name and number, the correction of the title and the inclusion of the City of Derby along with the City logo on top of the form. **Motion carried.**

Ms. DeGennaro noted that that remainder of the items will be done for next month.

#### **FINANCE DEPARTMENT RE-ALIGNMENT, MAYOR'S OFFICE. DISCUSSION ONLY**

Ms. DeGennaro stated that the Mayor's Office requested that this item be placed on the agenda. Mr. Baklik is here this evening to go over a few key points. Mr. Baklik said as part of the City's 8 Point Plan structural changes we represented to the Rating Agencies was that there would be some structural organizational changes. The BOAT (Board of Apportionment and Taxation) has money for a bookkeeper. We have been working on bringing in that bookkeeper on a part-time interim basis in preparation of the audit. What is before this committee tonight is the very beginnings of a HR (Human Resources) Director position, which would take the human resources element from the Finance Director and take it off their plate.

Mr. McLiverty said there were recommendations from the audit that assigned tasks and completion dates. He said a bookkeeper is needed to do the reconciliations noting

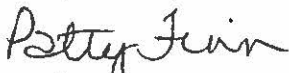
that Mr. Coppola doesn't have the time to do this task. That is our only focus right now. Ms. DeGennaro said she won't go into a lot of things that she would like to add as she is not very fond of creating a new position in such a short time. She noted that she has said for years that a Human Resources position is needed. Ms. DeGennaro said if we need a bookkeeper then let's put together a proposal since we can go right to the Board of Aldermen/Alderswoman as it's already been approved by the BOAT. Mr. McLiverty said if the \$30,000 can be used to offset another position. Mr. DeGennaro said if that position must be created then whatever mistakes were recognized by the audit we need to do it right. Mr. Sampson said we need to do business differently. We don't have clear job descriptions, etc... He said he agrees 100% that a Human Resources Director is needed, and he agrees with Ms. DeGennaro that it is not going to happen quickly; however, we need to get a bookkeeper now. The Human Resources position needs to be created.

Mr. Baklik said the one paragraph that he presented is the beginning of a job description that he has shared with labor counsel and he knows that it is not going to happen overnight. Mr. McLiverty said we can always look at joining the human resources with the Board of Education. Ms. DeGennaro noted that the Finance Director is in the Charter and asked if the bookkeeper is an entity or hourly. Mr. McLiverty said it's an LLC (Limited Liability Corporation) but will be an hourly third-party professional to work with the City and the Board of Education. Mr. Sampson said he feels right now that everyone is wearing too many hats and he is glad to see us coming out of the dark ages. Mr. Baklik said there were human resource issues that had to be dealt with today and noted that this "tag team" approach pulls everyone away from what they need to be doing. There was a brief discussion as to the earlier years with the great Joan Williamson, whom the Aldermanic Chambers is dedicated to, and how wonderful she handled all issues. Mr. McLiverty said he will have everything proposed for the next full Board of Aldermen/Alderswomen meeting. Ms. DeGennaro asked Mr. McLiverty to make sure he gives any proposal to Corporation Counsel for his review.

### **ADJOURNMENT**

**A MOTION** was made by Ms. DeGennaro with a second by Mr. Sampson to adjourn the meeting at 5:52 p.m. **Motion carried.**

Respectfully submitted,



Patty Finn  
Recording Secretary

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