



Operations and Procedures Committee

Barbara L. DeGennaro, Charles Sampson, Sarah Widomski - Ronald M. Sill, Alternate

Thursday, September 16, 2021 - 6:00 p.m.

Special Online Meeting Minutes

1. Ms. DeGennaro called the meeting to order at 6:02 p.m.
2. Pledge of Allegiance was recited.
3. Roll Call – Members Present: Barbara L. DeGennaro, Charles Sampson, and Sarah Widomski.
4. Public Portion – Karen Kemmesies of 26 John Street spoke regarding Items 8 and 9 “Economic Development Director.” She urged the Committee to wait to make any decision on these matters until after the November 2, 2021 Election.
5. Discussion and review of proposed policies and procedures regarding usage of City of Derby motor vehicles. After a brief discussion, Mr. Sampson moved to recommend to the full Board of Aldermen/Alderwomen to adopt the proposed City of Derby Motor Vehicle Policy with the current revisions dated May & Sept. 2021 including the strike-out by Ms. DeGennaro. Ms. Widomski seconded the motion. There was no further discussion and the motion carried unanimously.
6. Discussion regarding the Resolution and Adoption of an Ordinance regarding the prohibition of smoking and consuming tobacco products and cannabis products on all property owned by or under the control of the City of Derby and in the outdoor sections of restaurants within the City of Derby. The Committee discussed the matter and Corporation Counsel Vincent Marino gave input and background on the matter. It was decided that the Committee will develop questions for Corporation Counsel to research and bring back to the next meeting of the Operations and Procedures Committee. Ms. DeGennaro moved to table the matter until the next meeting. Ms. Widomski seconded the motion. There was no discussion and the motion carried unanimously.
7. Discussion of New Ambulance Replacement for the Storm Ambulance Corps. for the City of Derby’s emergency medical services. Mr. Sampson gave some background on the Capital Planning process. The new ambulance and all other vehicles were not included in the Capital Plan of 2020-2021 or 2021-2022. Ms. DeGennaro reviewed the process that needs to take place both from the Board of Aldermen/Alderwomen and the Capital Planning Commission. Mr. Sampson noted that the Finance Department was going to organize the Capital Plan when Mr. McLiverty was in that Office but with the transition it has not yet been completed. He met with Ms. Herasimowicz to update her on the process. Mr. Sampson moved to recommend to the full Board to authorize the Finance Committee to publish a bid to purchase a new Ambulance for the Storm Ambulance Corps and to recommend the new Ambulance to be included in the updated Capital Plan. Ms. DeGennaro seconded the motion. There was no further discussion. The motion carried unanimously.

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8. Discussion regarding the proposed job position creation for “Economic Development Director” for the City of Derby. The draft job description was discussed. The Committee asked staff to provide copies of the sample job descriptions. They also asked to contact the Board of Apportionment and Taxation to inquire whether there was money in the budget to fund this position. These will be presented at the next meeting of the Operations and Procedures Committee. Ms. DeGennaro moved to table the matter until the next meeting of the Committee. Mr. Sampson seconded the motion. There was no discussion and the motion carried unanimously.
9. Discussion regarding the creation and member composition of a hiring committee for an Economic Development Director for the City of Derby. Ms. DeGennaro moved to table this matter until the next meeting of the Operations and Procedures Committee as it relates to the previous item on the agenda. Ms. Widomski seconded the motion. There was no discussion and the motion carried unanimously.
10. Discussion regarding the creation and member composition of a City Audit Committee for the City of Derby. The Committee held a lengthy discussion with Finance Director Agata Herasimowicz and Chief of Staff Andrew Baklik regarding the composition and scope of responsibility of the Audit Committee. The Committee expressed its desire to help support Agata Herasimowicz in her efforts to improve the financial practices of the City of Derby, the Board of Education, and the Water Pollution Control Authority. Staff will forward the structure and composition of Audit Committees in other communities. Mr. Sampson moved to table the matter until the next meeting of the Operations and Procedures Committee. Ms. DeGennaro seconded the motion. There was no further discussion and the motion carried unanimously.
11. Discussion to adopt a fee schedule, policies, and procedures for the use of Witek Park and Bradley School Fields. Mr. Sampson had previously edited the original draft. Ms. DeGennaro also made some revisions to Mr. Sampson’s draft. The Committee will review the updated drafts and any other suggestions from the Parks and Recreation Commission and Staff and discuss further at the next meeting. Mr. Sampson moved to table the matter until the next meeting of the Operations and Procedures Committee. Ms. Widomski seconded the motion. There was no further discussion and the motion carried unanimously.
12. Adjournment – Ms. DeGennaro moved to adjourn the meeting at 7:12 pm. Ms. Widomski seconded the motion. There was no discussion and the motion carried unanimously.

Respectfully submitted,



Marc J. Garofalo, MPA, CCTC
Town/City Clerk

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