



Board of Alderman

Operation and Procedures Subcommittee Special Meeting

Tuesday, December 9, 2014 at 7:00pm

City hall – 2nd Floor Conference Room

Minutes

Chairwoman Barbara L. DeGennaro called the meeting to order at 7:03pm. All rose and pledged allegiance to the flag.

Roll Call

Present: Barbara L. DeGennaro, Stephen M. Iacuone, David M. Lenart

Also Present: Keith A. McLiverty, City Treasurer
Alderman Ron Sill
Thomas Welch, Corporation Counsel

ADDITIONS, DELETIONS/CORRECTIONS TO THE AGENDA

A MOTION was made by Ms. DeGennaro second by Mr. Lenart to delete item number 10 which was the discussion of installment payment system for City of Derby real estate property tax bills from the agenda. And place it on next month's agenda due to our Tax Collector Denise Cesaroni has been very busy with the Tax Sale this issue we can take up next month. **Motion carried.**

PUBLIC PORTION

Ms. DeGennaro asked three times if there was anyone wishing to speak during public portion. Hearing no requests...

A MOTION was made by Ms. Barbara L. DeGennaro second by Mr. David M. Lenart to close the Public Portion. **Motion carried.**

APPROVAL OF THE MINUTES OF NOVEMBER 10, 2014 SPECIAL MEETING.
DISCUSSION/POSSIBLE ACTION.

A MOTION was made by Ms. Barbara L. DeGennaro second by Mr. David M. Lenart to accept the minutes of the November 10, 2014 meeting as presented. **Motion carried.**

REVIEW OF PEDDLING AND SOLICITATING ORDINANCE AND VENDOR PERMIT PROCEDURES, CITY OF DERBY CODE CHAPTER §136 ET SEQ. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATION TO THE FULL BOARD OF ALDERMAN.

Ms. DeGennaro states they have been discussing the last couple of months the permit process they have input from Corporation Counsel and The Chief of Police Mr. Garofalo the City Clerk would like to have some further input before the board makes any changes to the ordinance. Mr. Garofalo states that there were some questions he has, in years past in just researching the ordinances there were three sections one was the chief of police gave out permits, where it was like door to door, it was an old ordinance that goes back can't even find when it was adopted and that basically covered the Memorial Day and the Fourth of July. They would go to the Chief of Police get a permit for the day and that was it. In the late 80's there was the site location permit which was basically designed because there were that people that wanted to sell like the hot dog guy on 34, the hot dog guy at the court house, ice cream vendors etc. those were the ones that the Board of Alderman would approve the sight location.

Mr. Garofalo has some questions with respect because in §136-1 it says that the Chief of Police would issue the permit and that was the original permit that would be proposed to be the lead. Mr. Iacune says that everything was coming out of only one office. Mr. Garofalo states that there is a broader issue than this ordinance because there was a whole bunch of stuff transferred from finance to town clerk's office and no adjustments in the last eight years were made with how this stuff is staffed. The minutes are important and should be organized and indexed correctly and no one had responsibility for that in the past.

Mr. Garofalo says and from what was approved last year the document management plan in getting rid of paper at the old city hall and what was on the retention letter one of the things that technically that fall under "documents that are not permanent records that have to be kept forever" are the packages. Only thing permanent to keep are the minutes, only problem with the minutes is that when you go through the minutes it's very difficult to say what was passed and what was not passed. The backup would be in the package. Mr. Garofalo states that the whole issue with the permits is that it is an administrative issue.

Ms. DeGennaro states that she believes Mr. Garofalo had addressed the Board of Alderman last month in regards to Mr. Garofalo not having an input so what has been put in affect now that if anyone needs an application for the permit they would go to the city clerk's office. Ms. DeGennaro asks Mr. Garofalo if he has a problem with getting the application and giving it to the vendor and then getting it back from the police department. Mr. Garofalo responds with thinking it would be better to go to the police department to get the application, and then states that he doesn't know how much or if a permit even has a cost amount, that was another question he was going to ask the board also. It specifies on the special license that there is a fee. Ms. DeGennaro's

understanding that they didn't want the police department to handle the money since it is the City's money.

Mr. Garofalo and the board go back and forth trying to figure out the process of the application and what department they would be submitting the application and money to. Thomas Welch the Corporation Counsel adds in that he believes the fee that would be submitted with the application is for the fee due to the Police Department for the background checks. Special event licenses will go right to the police department because we don't need to see insurance, food permits etc. that's why they are being paid there but the board was trying to have the vendors go to another office so that the applications are going to several departments, one department has to be responsible for the applications. Ms. DeGennaro states that the way it was worded was that for the special events like Derby Day, Memorial Day, Fourth of July and anything else that would be a special event. The application would be submitted to the Police Department with twenty – five dollars.

Mr. Garofalo makes a suggestion that administratively everyone can sit down and get more background maybe through finance and try to dig a little deeper with the people that were here and the police department and what makes sense from a flow perspective. Ms. DeGennaro says once someone comes for a permit you'll (town clerk's office) will be able to say this is only a day permit for example Memorial Day and this is what you have to do. Mr. Garofalo just states that there is other things that are going on in the clerk's office besides just the special events, they are doing licenses in June and that is a busy time on top of the other daily jobs that need to be done.

Mr. Garofalo asks the board if there is so and so that has been up there for a hundred years doing it, do you feel there's a need for them to come and get re-upped every year at the board level or can they administratively get it if they meet all the criteria? Thomas Welch, Corporation Counsels, says that it will either be put on the police department or the clerk's office.

Mr. Iacuone states that he would like to see it only be in the town clerk's office. Ms. DeGennaro asks where this application is going for this event. License is going to town clerk or police department right now it is not clear.

A MOTION was made by Mr. David M. Lenart second by Barbara L. DeGennaro to send it to the full board pending the review with the police chief regards to the §136-21.

Motion carried.

A MOTION was made by Mr. David M. Lenart second by Mr. Stephen M. Iacuone to **TABLE** until next month. **Motion carried.**

REVIEW OF PROPOSED ORDINANCES TO CITY OF DERBY CODE ENTITLED “BOAT LAUNCH – PERMIT” AND PROCEDURE THEREOF. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATIONS TO THE FULL BOARD OF ALDERMEN.

Corporation Counsel Thomas Welch wanted to get a cop of local town ordinances but not every town has an ordinance but the amounts charged by Monroe and Shelton and fees charged by the towns. A lot has no costs for residents and one hundred dollars

for Shelton nonresident Stratford is \$25 nonresident is \$125. The boat launch for Newtown is depending on where you're going residents only \$125 Monroe yearly fee of \$70 and daily passes nothing is over \$100. Mr. Lenart asks if they are able to charge also. Mr. Welch states that Ms. Finn is looking into that but he doesn't see a prohibition on that. Mr. Lenart brings up that it is his understanding that the boat launch was for emergency reasons only and it was built by Army Core of Engineers. Board decided to approach Ms. Finn first to find out more regarding the boat launch.

A MOTION was made by Ms. Barbara L. DeGennaro second by Mr. Stephen M. Iacuone to **TABLE** until next month. **Motion carried.**

DISCUSSIONS OF PROPOSED ORDINANCE TO CITY DERBY CODE ENTITLED "ORDINANCE REGULATING BURGLAR, HOLDUP AND FIRE ALARM SYSTEMS AND USERS".
DISCUSSION/POSSIBLE ACTION AND RECOMMENDATIONS TO THE FULL BOARD OF ALDERMEN.

Ms. DeGennaro states that last month she presented the ordinance from Shelton and she has not received any input at this point from the chief. Mr. Welch states §7-282B that provides no person shall install or connect any telephone device in these resident's place of business where this device is capable of automatically calling or relaying messages to the police etc. without getting two days of notice of installation. Mr. Welch took a look into another ordinances and Milford has been submitted to do the purpose to provide minimum standards regulations applicable to burglar hold off and fire alarm users during current installation. Mr. Welch states some of the others have to deal with others but to ensure that they are working properly so it is not interfering with the first responders.

A MOTION was made by Ms. Barbara L. DeGennaro second by Mr. David M. Lenart to **TABLE** until next month for further discussion with input from Attorney Welch. **Motion carried.**

DISCUSSION OF PAYMENT SYSTEM FOR CITY OF DERBY REAL ESTATE PROPERTY TAX BILLS.
DISCUSSION/POSSIBLE ACTION AND RECOMMENDATIONS TO THE FULL BOARD OF ALDERMEN.

Number ten has been deleted.

REVIEW OF ENGINEER INVOICES. DISCUSSION/POSSIBLE ACTION AND RECOMMENDATIONS TO THE FULL BOARD OF ALDERMEN.

Ms. DeGennaro was able to get copies to the Sub Committee of the invoices of the City Prime AE Engineer, she wanted to bring up the discussion because she was concerned with the amount of time that was invoiced with regard to the few projects that we're going on in town. At this point we are discussing mostly have been paid a few have not been paid and she doesn't think the subcommittee or the full board was privy to project costs of whatever the project was as well as being privy to if there was

any contract brought in for their services and that is where part of this is going. Ms. DeGennaro asks how they are getting paid do they have a contract with the City. Ms. DeGennaro says she only has six invoices from March 2nd to September 27th for work done at the storms floor and the Prospect Street wall and the parking garage. For instance we have a project for the storm floors that cost \$158,000.00 at this point through September 27th date \$2,7250.00 paid for engineer fees again Ms. DeGennaro doesn't know how that happens in that amount of time which was 81.5 hours. After lengthy discussion the board decided to gather more information and discuss further at next meeting.

A MOTION was made by Ms. DeGennaro second by Mr. Iacuone to **TABLE** until next month.

Motion carried.

ADJOURNMENT

A MOTION was made by Ms. DeGennaro with a second by Mr. Lenart to adjourn the meeting at 8:26 p.m. **Motion carried.**

A MOTION was made by Mr. David M. Lenart with a second by Ms. Barbara L. DeGennaro to adjourn the meeting at pm. **Motion carried.**

Respectfully Submitted,

Elyse Callaghan
Recording Secretary

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