

**BOARD OF ALDERMEN**  
**OPERATIONS & PROCEDURES SUBCOMMITTEE MEETING**  
**TUESDAY, FEBRUARY 9, 2016 – 7:00 P.M.**  
**JOAN WILLIAMSON ALDERMANIC CHAMBERS**

**MINUTES**

**MEETING DID NOT TAPE. MINUTES DERIVED FROM RECORDING SECRETARY'S NOTES**

Chair Arthur Gerckens called the meeting to order at 7:00 p.m. All rose and pledged allegiance to the flag.

**Roll Call**

Present: Arthur Gerckens, Stephen Iacune, Peter Olenoski

Also Present: Alderman Carmen DiCenso  
Alderman Ron Sill  
Alderman Thomas Donofrio  
Alderwoman Barbara L. DeGennaro (arrived at 7:20 p.m.)  
Keith A. McLiverty, City Treasurer  
Anthony DeFala, Street Commissioner  
Marc J. Garofalo, Town & City Clerk  
Dennis O'Connell, Parks & Recreation Director  
Thomas Welch, Corporation Counsel

**ADDITIONS, DELETIONS, CORRECTIONS TO THE AGENDA**

Mr. Gerckens said he would like to delete the approval of minutes from the Operations & Procedures special meeting held January 19, 2016 until next month's meeting.

**A MOTION** was made by Mr. Gerckens with a second by Mr. Olenoski to delete the approval of the minutes from the Operations & Procedures special meeting held January 19, 2016 until next month's meeting. **Motion carried.**

**PUBLIC PORTION**

Mr. Gerckens asked if anyone wished to address the sub-committee.

Karen Kemmesies, 25 John Street, Derby, CT

Ms. Kemmesies commented on Witek Park. She said she would encourage the committee members to review the stipulations that were put in place by the Inland/Wetlands Commission when the park was organized. She noted that the fields are better than any other fields in the town and said the other fields should be kept in the same way. The other item she commented on was the horrible loss of Brownie's Castle. Ms. Kemmesies stated that the homeowner sometimes doesn't have the money to maintain the property but the city should do whatever they can to help out the property owner. She also noted the lack of agendas and meeting minutes on the website and stressed how important it is to have that information available to the public.

Regina Cairone, owner of 16-18, 24, 23-25 Gilbert Street, Derby, CT

Ms. Cairone spoke about her concerns regarding the parking situation on Gilbert Street. She owns five pieces of property – four of which are on Gilbert Street. She currently has four spaces in the parking lot and stressed that she needs four more. Ms. Cairone said she can't rent her apartments without having parking available. She noted that they are two and three bedroom apartments.

Frank Pepe, 38 Commerce Street, Derby, CT

Mr. Pepe commented on the City of Derby bid procedures. He informed the committee that he has looked into the ordinance that the City of Ansonia has where city-based contractors are rated and ranked. Mr. Pepe wants to remind the committee members that when the town goes out for a \$3.5 million bond to take into consideration that it is the taxpayers' in the town paying that bond. It is the businessmen in town who are paying that bond back – not outside contractors. He would like the City to review the procedures for placing jobs out to bid.

**A MOTION** was made by Mr. Gerckens with a second by Mr. Olenoski to close the public portion. **Motion carried.**

#### **APPROVE MINUTES OF THE JANUARY 12, 2016 OPERATIONS & PROCEDURES MEETING**

**A MOTION** was made by Mr. Olenoski with a second by Mr. Iacuone to approve the January 12, 2016 Operations & Procedures Meeting minutes as presented. **Motion carried.**

#### **REAPPOINT THE FIRM OF MICHAUD, ACCAVALLO, WOODBRIDGE & CUSANO, LLC (MAWC) AS AUDITOR FOR THE CITY OF DERBY. DISCUSSION/POSSIBLE ACTION**

Keith McLiverty, City Treasurer, explained that in accordance with the Connecticut General Statutes the City needs to hire an auditor to audit the basic primary government financial statements of the City of Derby. The two year quote is as follows:

- Year ended June 30, 2016 - \$57,750
- Year ended June 30, 2017 - \$57,750

Mr. McLiverty noted that MAWC has held their price and he is asking for their appointment.

**A MOTION** was made by Mr. Iacuone with a second by Mr. Olenoski to recommend to the full Board of Aldermen the reappoint of Michaud, Accavallo, Woodbridge & Cusano, LLC as the Auditor for the City of Derby for Year ended June 30, 2016 and Year ended June 30, 2017 for the price of \$57,750.00 per year. **Motion carried.**

#### **REGIONAL WATER AUTHORITY LICENSING AGREEMENT. DISCUSSION/POSSIBLE ACTION**

Atty. Welch noted that the representative from the Regional Water Authority (RWA) was in attendance at last month's meeting and also the full Board of Aldermen meeting on January 28, 2016. There were minor changes made to the licensing agreement. One of the changes is that the City will now be paid \$2,400.00 per year. He noted that the representative from RWA, Beth Nesteriak, indicated that RWA normally doesn't compensate but would be willing to do so. Mr. Iacuone questioned whether or not she met with the Police Department to see if they have plans to also use the tower and if so

make sure there would be no interference to their equipment. It was not known if RWA met with Chief Narowski or his representative.

**A MOTION** was made by Mr. Gerckens with a second by Mr. Iacuone to recommend to the full Board of Aldermen to approve the Regional Water Authority License and Agreement subject to Corporation Counsel discussion with the Police Chief and Regional Water that there won't be a conflict with both entities using the same pole.

**Motion carried.**

#### **WITEK PARK MAINTENANCE. DISCUSSION/POSSIBLE ACTION**

Mr. Gerckens said there were questions raised at the full Board of Aldermen meeting regarding who does the maintenance at Witek Park. Dennis O'Connell, Parks & Recreation Director, prepared a breakdown of costs from July 31, 2014 – December 31, 2015. He noted that Witek Park is known in CT for having two outstanding fields. Mr. O'Connell informed the committee members that there were two very extensive maintenance projects performed during this time. There was a major grub problem at the field, which resulted in \$8,290.00 being spent and also there was damage done by individuals illegally riding ATV's in the park, which resulted in \$4,200.00 of damages. Mr. O'Connell said they currently employ a private contractor (Aqua Turf Irrigation, Orange, CT) for the park. He said this company was selected by Former Mayor Staffieri and former Board of Aldermen member Ken Hughes. Mr. O'Connell noted that the Parks & Recreation Commission never had any input into the selection. He stated that the administrative aspects of Witek Park are held by the Board of Aldermen. Mr. O'Connell informed the committee members that the Public Works Department does a tremendous amount of maintenance at the park. Mr. Olenoski asked about the repairs due to tire tracks. Mr. O'Connell said there is a big problem with ATV's and dirt bikes. He said there are several ways for them to get into the park. Mr. Olenoski asked Mr. O'Connell where the \$8,000 came from to do the repairs. Mr. O'Connell said he did an interdepartmental transfer through the Board of Apportionment and Taxation. Mr. Olenoski questioned whether or not the Public Works Department would be able to handle all the maintenance at the park. Mr. DeFala said his department currently handles all the herbicide, pesticide, etc... at Ryan Field. He said he doesn't have an issue with doing it at Witek Park. Mr. Olenoski asked if a different mower would be needed. Mr. DeFala said definitely – you can't use a city-wide mower. He said they have a specific machine for Ryan Field. Mr. DeFala said there should be a dedicated machine. Mr. Gerckens questioned when Staffieri and Hughes picked Aqua Turf Irrigation whether or not Inland/Wetlands required something special for Witek Park. Mr. O'Connell said that Ken Hughes had a degree from UCONN and he believed his certification covered the City. Mr. Gerckens suggested that this be looked into further. Mr. O'Connell said Aqua Turf Irrigation is a good company to work with. He said when it came near the end of the budget year they were always amenable to the situation. Mr. Olenoski said he has a problem with the \$8,300 spent on the grub problem. He said these people are supposed to be the best and we still had this problem. Mr. O'Connell noted that there were several factors that led to the grub situation.

***The committee will check on the information that was provided in the past. No action will be taken this evening.***

### **GILBERT STREET LOT. DISCUSSION/POSSIBLE ACTION**

Mr. Gerckens noted that we have heard from several landlords regarding this situation. He said people have been going down to the Police Station with handwritten stickers. He said the Chief of Police will work with the landlords if they (tenants) can show residency (lease, utility bill, etc...)

Mr. Iacuone said we all knew this was going to be a repair as you go situation. It is something new and the kinks need to be worked out. Mr. Gerckens noted that this is a resident lot – not a visitor's lot. He said when the house was there and there was no lot where did everyone park? What did they do then? Mr. Iacuone said it was first come, first served.

Ms. Cairone stressed that she needs four more spaces. She informed the committee members that 23 Gilbert Street has 5 cars. She is also worried that the lot will be opened up to properties on upper Gilbert & High Streets. Ms. Cairone would like to receive the stickers and she will assign them. Mr. Garofalo said he just received the list from the Derby Police Department. He suggested that we should take Mr. Donofrio's suggestion to have this referred to the Traffic Commission. Perhaps we could also look into making part of Gilbert Street one-way. Mr. Iacuone said if he's not mistaken we have already opened up to upper Gilbert Street. Mr. DeFala said there are eight spaces left. Ms. Cairone said she is paying over \$20,000 in taxes to the City and if she can't rent the apartments then she isn't going to be able to pay her taxes. Mr. Iacuone said if you have an apartment then hold two spaces per apartment. The Chief will have to keep the number of spaces – two spaces per apartment – so there would always be space for that property. Mr. Gerckens said the Chief will have to keep the address open and then the tenant(s) would have to go down to the Police Station with the proper documentation to obtain the space. Mr. Garofalo said we have to hash out who has what on that street (off street parking, garage, etc...)

***The committee took no action.***

### **PLACEMENT OF SIGNS ON CITY OF DERBY PROPERTY. DISCUSSION/POSSIBLE ACTION** **CITY OF DERBY BID REQUIREMENTS. DISCUSSION/POSSIBLE ACTION**

Mr. Gerckens said he went back through the meeting minutes to get the most requested sites to place signs. He said the goal is to get a set amount of locations for signs and banners and to then send it to Planning & Zoning.

- **Fence located at Elizabeth and Main Streets** – Mr. Iacuone said he would limit the use – try one section at a time. Mr. Olenoski questioned whether we had jurisdiction to do that. Mr. Gerckens said there are issues as to how close to the road, type and size of sign. Atty. Shansky said there could possibly be a fee involved since it is a state road.
- **Fence in front of St. Michael's Church** – Mr. Gerckens said Fr. Mitch complained about the signs taken down. It was noted that it is a City-owned fence. Fr. Mitch was mad about the bingo sign being taken down. Atty. Shansky told him that there would be a time limit of 3 weeks allotted by Planning & Zoning. Mr. Olenoski suggested asking Officer Donofrio if there have been any problems with the signs being a distraction to drivers. Mr. DeFala said whatever is decided to please keep in mind the size of the sign and noted that the ties rip the fence. Mr.

Iacuone said that would be a zoning issue. Mr. Olenoski questioned whether or not signs are even necessary with all the social media that is out there now. He said maybe we should keep signs where there is foot traffic.

- **Corner of Main and Bridge Streets** – OK
- **Island at Cedric and Hawthorne** - OK
- **Grassy area at Hawthorne and Chatfield** - NO
- **Grassy area at entrance to DHS/DMS** - OK
- **Island in front of Birmingham Health Center** - NO
- **Island at intersection of Division and Seymour Ave. (near welcome to Derby sign)**  
NO
- **On corner near BJ's at beginning of Greenway** - OK
- **Entrance to the Greenway (Bridge Street)** - OK
- **Academy Hill Green** - NO
- **Island of Sentinel/Academy/David Humphreys** - NO
- **Vacant lot at David Humphreys and Dirienzo Heights** - NO
- **Intersection of David Humphreys and Sodom** - NO
- **Intersection of Sodom and Marshall** - NO
- **Derby City Hall parking lot** - NO
- **In front of Irving School** - Possibility
- **In front of Bradley School** - Possibility

Mr. Iacuone suggested having the requirement tailored so that it is small enough so that it would not have to entail the full Planning & Zoning Board – just the Zoning Enforcement Officer handling the request.

***The committee will pass the list on to the full Board of Aldermen for discussion.***

#### **CITY OF DERBY BID REQUIREMENTS. DISCUSSION/POSSIBLE ACTION**

Atty. Welch said after the last meeting he made corrections to the documents that were reviewed. The goal is uniformity for all departments so there are no questions or concerns. Regarding the 10% discount for residents that Ansonia has – they have their bidding requirement by ordinance. Derby is by charter requirements. Mr. Olenoski questioned whether Shelton or Seymour does the 10%. Atty. Welch said he wasn't sure about Seymour but he knows that Shelton doesn't do it. Mr. Iacuone asked about the

State DAS bid process. Atty. Welch said the City joined the DAS. It was also noted that the City does use alternative sites to place items out to bid. The notices are placed in the New Haven Register and it was also noted that various construction marketing sites such as Bid Clerk and iSqft. Have out notices listed.

**A MOTION** was made by Mr. Gerckens with a second by Mr. Olenoski to send the bid requirement draft to the full Board of Aldermen for consideration and review. **Motion carried.**

#### **DEMOLITION DELAY ORDINANCE – DISCUSS CONCEPT ONLY**

Mr. Gerckens stated that this has come about because of the recent demolition of Brownie's Castle. This would delay the demolition of these properties. He said the state defines this under a statute. Mr. Gerckens said he would like to get more information on this to have further discussions. It was noted that Mayor Dugatto has been in touch with local historian Rob Novak to guide us. This will be discussed at next month's meeting.

#### **HISTORIC PRESERVATION ORDINANCE – DISCUSS CONCEPT ONLY**

Mr. Gerckens noted that Milford has a Historic Preservation Ordinance. He said the state spells out how to go about it. We will look into this and report back at next month's meeting.

#### **ADJOURNMENT**

**A MOTION** was made by Mr. Gerckens with a second by Mr. Olenoski to adjourn the meeting at 8:17 p.m. **Motion carried.**

Respectfully submitted,

Patty Finn  
Recording Secretary

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