

CITY OF DERBY CAPITAL PLANNING COMMITTEE SPECIAL MEETING

WEDNESDAY, JULY 13, 2016 – 6:30 P.M.

JOAN WILLIAMSON ALDERMANIC CHAMBERS

MINUTES

The Honorable Mayor Anita Dugatto called the special meeting to order at 6:30 p.m. All rose and pledged allegiance to the flag.

Roll Call

Present: Mayor Anita Dugatto, Carmen DiCenso, Barbara DeGennaro, James Butler, Judy Szewczyk. Keith A. McLiverty

Absent: Anthony Staffieri, Kenneth Marcucio, Sr., Salvatore Coppola

Also Present: Chief Gerald Narowski, Derby Police Department
Deputy Chief Scott Todd, Derby Police Department
Dr. Matthew Conway, Superintendent, Derby Public Schools
David Nardone, Facilities Director, Derby Public Schools
Philip A. Hawks, Fire Marshal
Sam Pollastro, Jr., Board of Apportionment & Taxation
Marc J. Garofalo, Town & City Clerk

PUBLIC PORTION

Mayor Dugatto asked three times if anyone wished to address the committee. Hearing no requests the public portion was closed.

REVIEW ALL DEPARTMENTS CAPITAL REQUESTS – DISCUSSION & POSSIBLE ACTION

Mayor Dugatto said everyone should have a packet with the department requests.

Mr. McLiverty said that the Board of Apportionment & Taxation (BOAT) allocated \$240,000 for general capital items. He said we have received \$734,000 in department requests. He also noted that we have LoCIP funds. Mr. McLiverty suggested listening to the department heads that are here this evening.

FIRE MARSHAL'S OFFICE – Philip A. Hawks, Fire Marshal

Requests – (2016-2017)

- Replace Fire Marshal's Vehicle - \$10,333.00 for three years

Mr. Hawks said he is looking to replace the Fire Marshal's vehicle. He noted that Keith McLiverty stated that it's more cost effective to preserve the trade-in value of the vehicle – it is better to turn it in earlier with less mileage so we receive more money back in the trade-in. Mr. Hawks also noted the new Cancer Bill from the State of CT. He said basically you would need two sets of gear since one set would need to be thoroughly

cleaned after an incident due to the carcinogens from the gear. Mr. McLiverty asked if this doesn't expose the entire department to liability for each fireman. Mr. Hawks said there is no department policy in place. Mr. McLiverty asked the year of the vehicle. Mr. Hawks said the vehicle was ordered and arrived in 2013; however it is a 2014 vehicle. Mr. McLiverty questioned the mileage on the vehicle. Mr. Hawks said it is 29,900. Mr. McLiverty said he can consult the NADA residual value on the vehicle. Ms. Szewczyk asked if any other department could use the vehicle. Mr. McLiverty stated that they would have to buy it.

POLICE DEPARTMENT – Gerald Narowski, Chief of Police

Requests – (2016-2017)

- Police Vehicles (2) - \$72,000
- Computer/Server Replacement - \$4,200
- UPS Batteries - \$6,500
- Automated External Defibrillator - \$4,000
- Ductless A/C @ Hotchkiss Hose - \$7,500

Chief Narowski said the Command Post CCTV Replacement (\$9,200.00) can be deleted and replaced with ductless air conditioning for the alarm room at Hotchkiss Hose. He said this is a requirement that needs to be met. Mr. McLiverty noted the change. Mayor Dugatto asked the Chief about the vehicle request. He said they will be for 1 marked and 1 unmarked vehicle. One will be an SUV and the other a sedan. Chief Narowski said he is trying to keep the fleet even between SUV's and sedans.

BOARD OF EDUCATION – David Nardone, Facilities Director

Requests – (2016-2017)

- Toilet Partitions at Irving School - \$19,000
- Snow Removal Equipment - \$30,000
- Completion of DHS Window Replacement - \$217,000
- Classroom Furniture replacement at Bradley & Irving - \$60,000
- Asbestos Abatement - \$25,000

Mr. Nardone stated that the toilet partitions at Irving School are original to the building. The two tractors that the currently have for snow removal are 15 years old. Mr. McLiverty stated that the Public Works Department is also endorsing this item. Ms. DeGennaro asked what schools would benefit. Mr. Nardone said they are mainly used at Bradley and Derby High School. He noted that Bradley School since it is the farthest away is done last. The request for windows would finish replacing all the original windows at Derby High School. Mr. Nardone said they received a grant from the State of Connecticut that paid for 60% of the windows (\$800,000.) As they are original to the building they are in very poor condition. Mr. McLiverty asked if the money is needed for the grant. Dr. Conway said it was a \$1.25 million grant and part of it was used for the window replacement. He said they took the worst of the worst first; the \$217,000 would finish the remaining windows. Mayor Dugatto questioned if the kitchen equipment was part of the grant. Dr. Conway said that is correct. He also noted that they just received word on an additional grant for the kitchen in the amount of \$16,000. He said the last

piece to complete at Derby High School would be the dishwashers. He said there are still remaining funds left over from the dust collection system that they would like to use towards the purchase of the dishwashers. Mr. Nardone said the next item is for the classroom furniture replacement at Bradley and Irving. They are looking at this as a five year plan. Mr. Nardone said the asbestos projects are mainly floor tile at Bradley and Derby High School.

SENIOR CENTER

Requests – (2016-2017)

- Traveling Cables repairs to elevator - \$4,100
- Alarm system for the building - \$4,300
- Main Street Doors - \$5,900
- 2nd floor windows - \$3,473
- Interior painting - \$18,000

Mr. McLiverty stated that the items from the Senior Center are in priority order. The traveling cables are essential and need to be done. The need for new doors was discussed. Mayor Dugatto said she believes there is already money available for this item. Ms. Szewczyk said she thought the doors were damaged due to a motor vehicle accident and questioned whether an insurance claim was ever filed. Mayor Dugatto said we can check with our insurance carrier.

TOWN CLERK

Requests – (2016-2017)

- Shelving - \$3,504
- Preservation Grant of Past Permanent Records - \$35,000

Mr. McLiverty noted that the shelving is on-going and the digitalizing of records. He said Mr. Garofalo indicated that if he got one of the two it would be fine.

The requests were then reviewed. Mr. McLiverty told everyone to keep in mind that we have \$734,966 in requests that we need to get down to \$240,000. He then passed out a draft capital plan for the committee to review.

Fire Department – Push out the turn out gear by one year.

Fire Marshal – Push out replacing the Fire Marshal's Vehicle by one year.

Derby Public Library – Keep the \$90,000 match for the CT Library Association Grant in '16-'17 and move the sub-flooring to '17-'18 and the replacement of the flooring on the lower level to '18-'19.

Office of Emergency Management – Push out the purchase of a used four wheel drive SUV for \$17,000 to '18-'19. Mr. McLiverty said Ms. Szewczyk has a point and we really need to have a discussion about vehicles.

Parks & Recreation – Keep the Gator HPX 4x4 vehicle for \$9,856 in '16-'17. Mr. McLiverty noted that Mr. DeFala also asked that this item remain since it will also benefit Public Works.

Police Department – Mr. McLiverty noted that the items in bold (Computer/Server replacement (7), UPS Batteries, Automated External Defibrillator (2) and ductless A/C at Hotchkiss Hose are all LoCIP eligible items.

Assessor's Office – It was noted that we just did the revaluation – we can push this out but we need to be cognizant that we will need to address this item.

Board of Education – Toilet partitions, snow removal equipment (2) classroom furniture replacement at Bradley & Irving, and Asbestos abatement at DHS keep in '16-'17. Completion of DHS windows pushed out a year '18-'19.

Senior Center – Move out painting to '18-'19. Everything else is LoCIP eligible.

Town Clerk – Move \$3,500 out. The rest is LoCIP eligible.

35 Fifth Street – Fire Alarm System – Mr. McLiverty said this item would be LoCIP eligible. They are still waiting for an actual estimate but have put in \$15,000 as a place holder. Ms. DeGennaro noted that this building can use windows and air conditioning upgrade.

Mr. McLiverty noted that this is just a draft plan to see where we could possibly make some changes. Mr. DiCenso asked how much are we still off. Mr. McLiverty noted that we're still about \$40,000 short.

Dr. Conway asked whether or not LoCIP would cover any work to school buildings. Mr. McLiverty said they would not.

NEXT MEETING

The next Capital Planning Committee meeting will be on Tuesday, July 19, 2016 at 6:30 p.m. at Derby City Hall.

ADJOURNMENT

A MOTION was made by Ms. DeGennaro with a second by Ms. Szewczyk to adjourn the meeting at 7:15 p.m. **Motion carried.**

Respectfully submitted,

Patty Finn
Recording Secretary

THESE MINUTES ARE SUBJECT TO THE APPROVAL BY THE CAPITAL PLANNING COMMITTEE AT THEIR NEXT MEETING.