

**CITY OF DERBY CAPITAL PLANNING COMMITTEE SPECIAL MEETING**

**TUESDAY, JULY 19, 2016 – 6:30 P.M.**

**JOAN WILLIAMSON ALDERMANIC CHAMBERS**

**MINUTES**

The Honorable Mayor Anita Dugatto called the special meeting to order at 6:35 p.m. All rose and pledged allegiance to the flag.

**Roll Call**

Present: Mayor Anita Dugatto, Carmen DiCenso, Barbara DeGennaro, James Butler, Kenneth Marcucio, Sr., Judy Szewczyk. Keith A. McLiverty, Salvatore Coppola

Absent: Anthony Staffieri

Also Present: Chief Gerald Narowski, Derby Police Department  
Marc J. Garofalo, Town & City Clerk  
Sam Pollastro, Jr., Board of Apportionment & Taxation

**PUBLIC PORTION**

Mayor Dugatto asked if anyone wished to address the committee.

**Marc J. Garofalo, Town & City Clerk**

Mr. Garofalo said there should be a correction to the plan itself. He said he had spoken to Mr. McLiverty regarding the request for shelving. He said the shelving was put off last year to this year and it would be LoCIP eligible. He said the City is running out of space for the Land Records and we're not in compliance with the State about keeping records in locked cabinets and because we have a hospital in town we have a lot vital records. Mr. Garofalo said \$20,000 would cover the shelving. There are really two components – one is the shelving for the vitals and the other is a proposal for the vault downstairs that houses the permanent payroll, which we need to keep for seventy-five years. He said this would be for the vital statistic part.

Hearing no further requests the public portion was closed.

**REVIEW OF 2016-2017 CAPITAL REQUESTS – DISCUSSION & POSSIBLE ACTION**

**ADJOURNMENT**

Mr. McLiverty passed out the draft capital plan handout for the committee to review. The committee then went through the plan department by department.

**Fire Department** – Request is for \$36,000 for 12 sets of turn out gear. It was noted that turn out gear was purchased last year and is brand new. Suggestion would be to move this request out one year.

**Fire Marshal Vehicle** – Vehicle still has low mileage and we need to investigate further the Cancer Bill that has been proposed. This may change the type of vehicle that is purchased. Suggestion would be to move this request out one year.

**Library** – Request is for \$90,000 to be used as the City's match for the CT State Library Association to make much needed improvements to waterproofing the building.

**Office of Emergency Management (OEM)** – Request is for a used 4 Wheel Drive SUV. Suggestion would be to move this request out two years. If OEM is in need of transportation during an emergency there are several departments where they can obtain a vehicle from.

**Parks & Recreation** – Request is for a Gator HPX 4X4 Utility vehicle. Mr. McLiverty noted that this recommendation comes from both Dennis O'Connell and Anthony DeFala. As both Parks & Recreation and Public Works would use the vehicle.

**Police Department** – Only change would be to change out the Command Post CCTV Replacement and replace it with the Emergency Management HVAC at Hotchkiss Hose.

The committee members discussed this change. Mr. Butler questioned how many towns would benefit from this item. Chief Narowski said three towns. Mr. Butler asked if anyone has ever considered construction a separate building – this way the hot air blowing in that room would vent out onto the truck floor. He also noted the Cancer Bill in this discussion. Mayor Dugatto noted that the bill has yet to be approved. Ms. DeGennaro said she doesn't see the sense to spend even more money. Mr. Butler noted that the three towns would all contribute to the cost. Chief Narowski stated that right now this option that he is proposing fixes everything and we would be in compliance.

**Assessor's Office** – Mr. McLiverty said we usually fund \$50,000 per year for the revaluation. He noted that we just got through with the evaluation so we don't need to put it in for this year but we have to remain cognizant that it will have to go in next year.

**Board of Education** – Suggestion to keep the toilet partitions and snow removal. Reduce classroom amount to \$30,000 and move out window replacement one year.

**Senior Center** – Items are listed in priority. Elevator repairs needs to be done. Suggest moving painting out one year.

**Town & City Clerk** – Mr. McLiverty said the Preservation Grant of Past Permanent Records is \$3,500 and Shelving is \$20,000.00.

**Veteran's Monument Preservation** – Request of \$5,000 for the Civil War Monument on the Derby Green.

**35 Fifth Street – Fire Alarm System** - \$15,000 place holder. The Fire Marshal has cited the City on this item. Waiting for an estimate for the system. Mr. McLiverty noted that this item may come in higher or lower.

Mr. McLiverty said this total brings us to \$364,233.00 due to shelving for Town Clerk's Office. The Delta of Request vs. Available is \$124,233.00. LoCIP is \$84,823, which means we are still short \$39,410.00 still short.

Ms. Szewczyk questioned whether the burglar alarm system is necessary at the Senior Center. Mayor Dugatto noted that they currently have cameras. There was then a discussion regarding the Main Street doors that were requested. Mr. DiCenso said he believes the doors were damaged due to a motor vehicle accident some years back. Mr. Pollastro said it was about four years ago at the end of Mayor Staffieri's term. Ms. DeGennaro noted there must be a statute of limitations.

Mr. McLiverty went around the table on each department's request.

- **Fire Department** – Everyone seemed fine moving the request out a year. Mr. Butler said if anything is needed they can take it out of their budget.
- **Fire Marshal** – Same as above.
- **Library** – Same as above.
- **OEM** – The committee asked if they ever had a vehicle. Mr. McLiverty said he believes that Vin Vizzo once had one. Ms. DeGennaro said if an emergency arises she is sure they can get a vehicle from another department.
- **Parks & Recreation** – Mr. DiCenso said he has a problem with their request. They will be using this vehicle to haul water and chemicals. He questioned whether Public Works might already have a vehicle that can manage this. He said they can just put it in the back of a pick-up truck. It was agreed to move the item out to 2017-2018.
- **Police Department** – Mr. McLiverty reminded the committee that the items in bold print are reimbursable through LoCIP. Ms. DeGennaro asked if we get these batteries every year. Chief Narowski said every five years. He said he buys for his department and also for Cottage Street. Ms. DeGennaro said it seems like we do computer replacement every year. Chief Narowski said we do cars every year. He said by the time the vehicle leaves there is between 100,000 and 150,000 miles on each vehicle.
- **Assessor** – Mr. McLiverty said we don't have to do this year. We're good for three years but we have to remain cognizant to put this on next year.
- **Board of Education** – Mr. McLiverty said the snow removal equipment would be used at Bradley and Derby High/Derby Middle. Mayor Dugatto noted it is easier to use this piece of equipment since the storms seem to come so quickly. Mr. DiCenso asked if we could give them a Gator with a plow attachment. Ms. DeGennaro said she would be in favor of providing one vehicle – not two. She also noted if the vehicles that we currently have are fifteen years old she hopes that they are keeping them maintained. Ms. Szewczyk said she doesn't see why

they would need this. Mr. McLiverty noted that this would also help out Public Works. Mr. Marcucio commented that Public Works doesn't do anything at the schools. Mayor Dugatto said that is not correct – they do the large parking lots.

It was noted by the committee members that a lot of these items being requested do not have the backup specifications. Mr. McLiverty said we are still \$14,000 short.

There was a discussion regarding the classroom furniture. Mr. McLiverty noted that we received everything brand new from the State for Derby High School. He also noted that Dr. Conway had spoken about creating different seating arrangements in the classroom. Ms. DeGennaro questioned whether or not we would be able to modify the number of items requested.

Mayor Dugatto suggested delaying the purchase of the alarm for the Senior Center noting that they presently have cameras set up. She did note that the elevator is a priority. The door replacement request was then reviewed. It was noted that the door that needs replacement per the Fire Marshal is to the left of the front double doors. Ms. DeGennaro said if this is a compliance issue it should be noted. Right now the list seems more like a "wish list" of items. She isn't listing what the consequences would be if the item isn't approved.

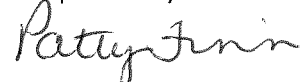
Mr. McLiverty did the final review of the items and proposed changes. The total now brings us to \$324,873. BOAT will give \$240,000 leaving a balance of \$84,873, which will be handled through LoCIP.

**A MOTION** was made by Ms. DeGennaro with a second by Mr. Butler to adopt and forward the 5-Year Capital Plan (FY 2016 to FY 2017) to the full Board of Aldermen for adoption. **Motion carried.**

#### **COPY OF FINAL ADOPTED PLAN ATTACHED TO MINUTES**

**A MOTION** was made by Ms. DeGennaro with a second by Mr. Butler to adjourn the meeting at 7:24 p.m. **Motion carried.**

Respectfully submitted,



Patty Firn  
Recording Secretary

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



	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
<b><u>BOARD OF EDUCATION</u></b>					
Toilet Partifitions at Irvings	\$ 19,000				
Snow Removal Equipment (2)	\$ 15,000	\$ 15,000			
Completion of DHS Window Replacement		\$ 217,000			
Classroom furniture replacement at Bradley and Irving	\$ 25,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
Asbestos Abatement at DHS	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Bradley Brick and Point Repairs		\$ 100,000			
Bradley PA System		\$ 17,000			
Replace Ceiling Tiles at DHS			\$ 450,000		
Irving brick and point repairs				\$ 50,000	
Irving PA System				\$ 45,000	
Relocate IT Master servers to DMS				\$ 30,000	
Replace Ceiling Tiles at Bradley				\$ 165,000	
Replace cafeteria tables at Bradley				\$ 25,000	
IAQ & HVAC Upgrade					\$ 2,000,000
<b><u>SENIOR CENTER</u></b>					
Traveling Cables repairs to elevator	\$ 8,000				
Alarm system for the building	\$ 4,300				
Main Street Doors		\$ 5,900			
2nd floor windows		\$ 3,473			
Interior Painting		\$ 18,000			
<b><u>TOWN CLERK</u></b>					
Preservation Grant of Past Perm. Records	\$ 3,504				
Shelving	\$ 20,000	\$ 15,000			
<b><u>City Wide</u></b>					
Monument Preservation	\$ 5,000				
<b><u>35 FIFTH STREET</u></b>					
Replacement of Fire Alarm System per order from Fire Marshal (Waiting on Estimate)	\$ 15,000				
<b><u>TOTALS</u></b>	<b>\$ 324,873</b>	<b>\$ 633,162</b>	<b>\$ 736,297</b>	<b>\$ 554,921</b>	<b>\$ 2,235,072</b>