

CAPITAL PLANNING COMMISSION MEETING

DECEMBER 20, 2007

DERBY CITY HALL

MINUTES

Keith McLiverty called the meeting to order at 5:30 p.m. All rose and pledged allegiance to the flag.

Roll call

Present: Keith A. McLiverty, Ken Hughes, Ron Sill, Carolyn Duhaime

Absent: Mayor Staffieri, Alan Schlessinger, Beverly Moran

Also Present: Deputy Chief Jerry Narowski, Derby Police Department
Cathy Williams, Derby Public Library
Dorothy Gleason, Derby Public Library
Dennis O'Connell, Director, Parks & Recreation

ADDITIONS, DELETIONS, CHANGES

There were no additions, deletions or changes to the agenda.

PUBLIC PORTION

Mr. McLiverty asked three times if anyone would like to speak during public portion.

Hearing no response...

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

POLICE DEPARTMENT

Roof Replacement – It was noted that the roof is original to the building, which means it is 18+ years old. Approximately 5-7 years ago the roof started leaking and the City authorized funds for temporary repairs. At that time the roof was repaired and the Police Department was informed that a new roof was needed. It is now 5-7 years later and there has been no new roof replacement. Several vendors have been contacted to come in to supply cost estimates. One bid, which is an older bid, is for approximately \$80,000 and one vendor came in this year with a bid of \$100,000. After speaking informally with other vendors it is anticipated that the cost to replace the rubber roof would be \$90,000±.

Mr. McLiverty said there has been talk in the past of using the LoCIP allocation but as with any other capital item a recommendation would be made to the Board of Aldermen who by Charter would adopt the Capital Plan and the funding source. Mr. McLiverty said he would suggest that a recommendation be made to the Board of Aldermen and the Board of Apportionment & Taxation to utilize the LoCIP allocation of

approximately \$105,000 for this year towards the roof replacement at the Police Department and have the Tax Board only make a line item that says LoCIP on the revenue and expenditures side so that vendors don't see the amount.

A MOTION was made by Mr. Hughes with a second by Mr. Sill that a recommendation be made to the Board of Aldermen and the Board of Apportionment & Taxation to utilize the LoCIP allocation of approximately \$105,000 for this year towards the roof replacement at the Police Department and have the Tax Board only make a line item that says LoCIP on the revenue and expenditures side so that vendors don't see the amount.

DISCUSSION ON MOTION

Mr. Sill asked if this would be the 2007 allocation. Mr. McLiverty said it would be the '07-'08 allocation.

MOTION CARRIED.

A MOTION was made by Mr. Sill with a second by Ms. Duhaime to authorize the Derby Police Department to develop RFP specifications for the removal and replacement of the roof at the Derby Police Department. **Motion carried.**

Mr. McLiverty asked DC Narowski if they are going to look at a bituminous roof with a pitched insulation. DC Narowski said they would talk to their vendors. Mr. McLiverty suggested that he contact David Kopjanski and Tony Szewczyk to review different options.

Mr. McLiverty said the other items that are included in DC Narowski's handout will be discussed at the January Capital Planning meeting and we would look to consolidate them into '07-'08 or '08-'09. DC Narowski noted that the 50% match for the vests they have received most of the vests and at the Tax Board meeting that money was allocated to be spent with the understanding that the money would be paid back from Capital to reimbursement that cost. Ms. Duhaime confirmed that understanding.

LIBRARY

Ms. Williams informed the commission members that the architect of record, Joseph Migani, could not attend the meeting this evening; however he has submitted a letter of recommendation for acceptance of the work and payment to the contractor.

As Ms. Duhaime is a new member of the commission Mr. McLiverty explained that the Commission had authorized work to be done in the amount of \$22,300.00, which Capital would pay for and the additional supplemental work would be paid for by the Library. Mr. McLiverty explained the Capital money was in the '06-'07 Capital budget and when the fiscal year ended all of the Capital money was moved down to the Fund Balance. He said there are a few bills that will be presented this evening and that the Commission will ask the Tax Board to move the money into the '07-'08 Capital Budget out of the Fund Balance.

A MOTION was made by Mr. Sill with a second by Mr. Hughes to authorize the payment of \$22,300.00 to M&R Contractors of Farmington, CT for work completed at the Derby

Public Library in accordance with the letter dated September 6, 2007 from the Architect of Record Joseph Migani.

FRIENDLY AMENDMENT TO MOTION

And recommend to the Board of Apportionment & Taxation that they move the money out of the Fund Balance to the Operating Budget to pay the invoice.

MOTION CARRIED.

PARKS AND RECREATION

Mr. McLiverty informed Ms. Duhaime that the bleacher work has been completed at Ryan Field. The balance due is the retainage for the work. Mr. McLiverty said the engineer has signed off on the project.

A MOTION was made by Mr. Sill with a second by Mr. Hughes to authorize the payment of \$4,994.40 to MARR Scaffolding of South Boston, MA for the retainage on work completed at Ryan Field in accordance with the invoice dated 12/3/07 and further recommend to the Board of Apportionment & Taxation that they move the money out of the Fund Balance to the Operating Budget to pay the invoice. **Motion carried.**

Mr. O'Connell said it is the understanding of the Parks & Recreation Department that there was a \$25,000 Capital Planning allocation for continued improvements to the Ryan Field bleachers. He said originally what they hoped to do was to install railings, which is a requirement, for the new areas that had been completed and then use the rest of the money to install as many new bleachers as they could afford. He said at the Thanksgiving Day game there was an accident and the railing situation came to a head. He said the information that he has received states that the City should be okay with this incident; he believes there is information that states that when the person fell he really wasn't on the stairway. However going forward this is really a time bomb. He said he has spoken to the Fire Marshal who has been adamant that this gets done – it is a requirement. Mr. O'Connell said at the last Parks & Recreation meeting they discussed having railings installed throughout first and then decide how many more bleachers, if any, could be installed. He noted that there are requirements for railings when new bleachers are installed. Mr. O'Connell said they have to consult with the City Engineer as to how many railings are going to be needed. Mr. McLiverty said make sure that we are in code for the entire section – old and new. He asked Mr. O'Connell to see if the City Engineer can come to the next meeting to discuss this issue. Mr. Sill asked if bleachers are ever going to be installed on the visiting side of the stadium. Mr. O'Connell said he would like to see it happen; however it is not cheap. Mr. McLiverty said we could also look at just doing railings on our side and maybe something installed on the visitors' side of the field.

BOARD OF EDUCATION

A MOTION was made by Mr. Hughes with a second by Mr. Sill to authorize the payment of \$19,928.00 to Hertz Furniture Systems of Mahwah, NJ for the lockers at Derby High School and further recommend to the Board of Apportionment & Taxation that they move the money out of the Fund Balance to the Operating Budget to pay the invoice. **Motion carried.**

ADJOURNMENT

A MOTION was made by Mr. Sill with a second by Mr. Hughes to adjourn the meeting at 5:55 p.m. ***Motion carried.***

Respectfully submitted,

Patricia Finn
Recording Secretary

**RECORDING SECRETARY DID NOT ATTEND MEETING. MINUTES DERIVED FROM TAPE
RECORDING OF MEETING.**

***THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT MEETING OF THE CAPITAL
PLANNING COMMISSION.**