

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

**APRIL 23, 2013 - 6:00 P.M.**

**JOAN WILLIAMSON ALDERMANIC CHAMBERS**

### **MINUTES**

Keith A. McLiverty called the meeting to order at 6:00 p.m. All rose and pledged allegiance to the flag. Mr. McLiverty asked for a Moment of Silence for Edward Sheehy, First Selectman for the Town of Woodbridge, who passed away unexpectedly last evening.

#### **Roll Call**

Present: Keith McLiverty, Beverly Moran, Judy Szewczyk, Ron Sill, James R. Butler

Absent: Kenneth Marcucio, Sr.

Also Present: The Honorable Mayor Anthony Staffieri (arrived at 6:02 p.m.)  
Chief Gerald Narowski, Derby Police Department (arrived at 6:20 p.m.)  
Deputy Chief Scott Todd, Derby Police Department  
Dr. Matthew Conway, Superintendent, Board of Education (arrived at 6:25 p.m.)  
Clarence Zachary, Finance Officer, Board of Education  
Philip A. Hawks, Fire Marshal  
Kelly Curtis, Fire Commissioner  
Ron Culmo, Director, Derby Public Works  
Dennis O'Connell, Director, Parks & Recreation (arrived at 6:05 p.m.)  
David Kopjanski, Building Official  
David Lenart, Chief of Department, Storm Engine Ambulance & Rescue Corp.  
Dr. Anita Dugatto, BOAT Member  
Joseph T. Coppola, Corporation Counsel (arrived at 6:30 p.m.)

#### **ADDITIONS, DELETIONS, CORRECTION TO THE AGENDA**

Mr. McLiverty asked if there were any additions, deletions, or corrections to the agenda. Hearing none...

**A MOTION** was made by Mr. Sill with a second by Mr. Butler to approve the agenda as posted.  
**Motion carried.**

#### **APPROVAL OF MINUTES OF MARCH 14, 2013 MEETING**

**A MOTION** was made by Mr. Butler with a second by Mrs. Moran to approve the Minutes of the March 14, 2013 meeting as presented. **Motion carried.**

#### **PUBLIC PORTION**

Mr. McLiverty asked if anyone wished to address the committee. No one wished to address the committee.

**A MOTION** was made by Mr. Butler with a second by Mr. Sill to close the Public Portion. **Motion carried.**

### **REVIEW DEPARTMENT CAPITAL REQUESTS**

Mr. McLiverty informed the committee that we will begin the initial review of the requests this evening. A few other meetings will be held in order to finalize the requests. We will also be going into Executive Session once Dr. Conway arrives.

### **FIRE DEPARTMENT – Kelly Curtis, Fire Commissioner**

Mr. Curtis reviewed the three requests of the Derby Fire Department.

- 1) Engine 12 Replacement - \$1.00 Place Holder
- 2) PPE (Turn Out Gear Replacement Lease/Purchase) - \$30,000
- 3) Paugassetts HVAC Replacement - \$10,000

Engine 12 Replacement – Mr. Curtis stated that he would request a \$1.00 as a place holder for the replacement of Engine 12 from the Storms. He said they would do this in order to get the process rolling – so basically it would be \$1.00 this year, nothing next year and then the payments would begin the year after that. For budgetary purposes he has placed \$100,000 per year.

Mr. McLiverty asked Mr. Curtis if this was in line with the Fleet Management Program that he developed approximately eight years ago. Mr. Curtis said pretty much although it has gotten stretched out a little bit more than he would want. After Engine 12 is done the next vehicle would be East End (Engine 16), which is a 1994 and then followed by Engine 11 out of the Storms. Mr. Curtis stated that Engine 12 will be 25 years old when it is replaced.

### **Cost - \$1.00 Place Holder**

Mr. McLiverty asked the committee if there were any questions. No questions were raised.

PPE (Turn Out Gear Replacement Lease/Purchase) – Mr. Curtis informed the committee that this item is definitely a priority. The last purchase was five (5) years ago under a lease/purchase program. He noted that the gear is shot. Mr. Curtis told the committee that they had a company come in and rework some of the gear, which usually costs \$3,000 – it was \$6,000 this time. He is looking to go with a five (5) year lease/purchase for \$30,000 each year. He said he is estimating \$3,000 per set right now; however he hasn't received a firm quote from the company. For budgetary reasons he has listed \$30,000 per year for five (5) years. Mr. Curtis said he does know when they did this five years ago there was some extra money in the first year, which kept the payments down to around \$17,000 per year. He doesn't know if that will happen again this year.

Mr. McLiverty asked the committee if there were any questions. Mrs. Szewczyk asked if it would be about 10 sets per year. Mr. Curtis said it would be between 40-50 sets right off the bat. Then we would not come before you for five more years requesting turnout gear.

### **Cost - \$30,000**

Paugassetts HVAC Replacement – Mr. Curtis told the committee members that the HVAC unit is kaput. He said they made some changes at the end of winter just so they could use it off of a make

up pump that's in the meeting room floor; but the unit on the roof has a rotted heating exchange, which could put CO in the building if it were running. Also the gas piping has to be changed. Mr. Curtis said he received a quote from Ehman Mechanical of \$18,000 to install a new unit on the roof. Mr. Ehman also provided a quote of \$4,000 to install a makeshift heat exchanger; however for safety reasons Mr. Curtis does not believe this is feasible. The \$18,000 quote is to replace – Mr. Curtis added an additional \$5,000 as a contingency.

Mr. Sill asked if this was the original unit. Mr. Curtis stated that he believes it is.

Mr. McLiverty asked the committee if there were any questions. No questions were raised.

### **Cost - \$23,000**

Mr. McLiverty asked if the Storms project was completed. Mr. Curtis said they have taken care of the façade work at the Paugassetts and there should be extra money left over. He noted that there was enough money to do the front façade and the apron at the Paugy's and to look into doing the apron at the Storms. Mr. Curtis stated that the front apron at the Storms is settling very badly and the water is going into the basement. We are waiting until the spring to do the apron at the Paugy's. He said they would like to do the apron at the same time that Engine 15 goes out for repairs. Mr. Curtis said they are pretty much complete with the communication items and will meet with Ms. Finn to go over the items to see how much money is left in the account. He noted that there is still a bill outstanding for the heating at Hotchkiss Hose – there is no C.O. yet.

Mr. Curtis informed the committee that the brush truck was smashed up in December and they have received a check for \$20,000 from the insurance. There is also money in the Board of Aldermen line item that has not been touched for a couple of years. He said between those amounts he can go out and purchase the vehicle under State Bid for \$27,600. It would be a brand new cab and chassis and we could then for \$4,000 put an aluminum rack body on it. Between communications and radios this whole vehicle will come out to be \$47,000, minus the \$20,000 from insurance and minus at least \$10,000 left over from the Board of Aldermen money that wasn't touched last year, he would like to move forward and order this truck instead of waiting for 2014. He said he doesn't feel this needs approval since this money is put in place by the Board of Aldermen every year. Mr. Curtis said he talked to the Paugy's and if we have to hold off on the \$10,000 to go out and buy the pump they're in agreement that we can put the old pump in the back of the vehicle and be ready to go. This vehicle will be very useful to the department. This would be through Crowley Ford and it is a State Bid.

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

Mr. Hawks informed the committee that his office is looking to replace the current 2003 Ford Expedition with a new Fire Marshal's vehicle. The current vehicle's head gasket is leaking oil on top of the engine. An estimate to fix the head gasket is \$3,000 – he noted that the City's garage mechanic does not recommend fixing this item since the leak will only get worse and the engine will fail. Mr. Hawks stated that the city mechanic said that either the Catalytic Converter or the Exhaust Manifold is starting to go and will only get louder as time goes on – the cost for this item is also expensive. The transmission in the vehicle is beginning to slip and would eventually need to be replaced. The windshield washer pump is not working and would need to be fixed. The air bag warning light is on and local garages can't fix – it would have to be brought to a Ford dealer. Total repair costs this year - \$1,500.00.

Mr. Hawks said his office would like to purchase a 2013 Tahoe. If the vehicle is purchased outright in 2013-2014 the cost would be \$45,402.00, which would result in a savings of \$3,362.00 compared to a four year loan at \$12,191.00 per year for a total cost of \$48,764.00. He stated that the vehicle would be completely outfitted with lights, communication system, and lettering.

Mr. McLiverty asked if the vehicle were to stop running would there be another City vehicle they might use. Mr. Hawks said the other vehicles, such as the Crown Vics, aren't large enough for all the equipment that he carries.

Mr. McLiverty asked the committee if there were any questions. No questions were raised.

**Cost - \$45,402**

### **HIGHWAY – Ron Culmo, Director**

Mr. Culmo reviewed the two requests of the Highway Department.

- 1) Replace 1987 Backhoe
- 2) 2 Ton Roller

Replace 1987 Backhoe – Mr. Culmo told the committee that this backhoe is in very bad shape. It is a valuable piece of equipment, which is used for many jobs. Currently we are renting a backhoe, which gets to be pretty expensive. There are a lot of jobs around town and if we had this machine it could save the City a considerable amount of money.

**Cost - \$110,000**

2 Ton Roller – Mr. Culmo stated that they have not had a roller for years. It is a necessary piece of equipment for rolling fields in the spring and for asphalt during the summer months. He said if this is not funded we will continue to rent a unit at an extra cost to the City.

**Cost - \$20,000**

Mr. McLiverty asked the committee if there were any questions.

Mr. Butler asked Mr. Culmo about the other items on his list. Mr. Culmo said he has put those off to other years – these two items are the most pressing.

### **POLICE DEPARTMENT – Deputy Chief Scott Todd**

Deputy Chief Todd reviewed and prioritized the items on the Police Department's Capital Budget.

- 1) Police Vehicles
- 2) Recall Recorder
- 3) UPS Batteries
- 4) Computer/Server Replacement
- 5) Cellblock Floor

Police Vehicles – This is same purchase we make every year. Deputy Chief Todd said that they normally do a marked/unmarked and then a marked/marked. Looking at the last plan, which was

slated for \$89,500 this year it has been dropped to \$77,000 with the reason being the Ford Police Only vehicles now the SUV and Police Vehicle are built on the exact same chassis. This year we want to buy one (1) SUV and one (1) sedan.

**Cost - \$77,000**

Recall Recorder – Deputy Chief Todd said this machine records all radio transmissions and telephone conversations within the department, which is mandated by law. He noted the current recorder is 14 years old and they have been informed by the manufacturer that they can no longer guarantee that parts will be available should repair be needed. Deputy Chief Todd said the system they are requesting would be an all digital recording system that should basically take us into the next fifteen (15) years. If the current unit fails there is no backup.

Mr. McLiverty asked the committee if there were any questions. No questions were raised.

**Cost - \$15,000**

UPS Batteries – Deputy Chief Todd informed the committee that there are two different systems – one is for the entire building – if the power goes out before the generator kicks in and there is a lull this will provide power until the generator kicks in. He stated that they try to replace those batteries every two years; however it has been four years since they were last replaced. The other is for all the off-site radio towers – Hotchkiss Hose; Fire Alarm Building on Cottage Street – those batteries are replaced for the radios.

Mr. McLiverty asked the committee if there were any questions. No questions were raised.

**Cost - \$6,300**

Computer/Server Replacement – Deputy Chief Todd stated that the \$4,200 would replace seven (7) desktop workstations, which are outdated.

Mr. McLiverty asked the committee if there were any questions.

Mrs. Moran asked if they would be desktop or laptop. Deputy Chief Todd stated that they have approximately fifteen (15) different desktops within the station. They don't need mobility – just need to replace what they have.

**Cost - \$4,200**

Cellblock Floor – Deputy Chief Todd stated that it is basically a concrete floor that is painted grey. He said they have expended a great deal of money attempting to keep it looking decent and keeping it sealed. There is an issue of body fluid issues, etc... with the floor and there is a problem of having the paint adhere to the concrete. They are looking to grind the floor down and polish the concrete much like Home Depot does to their floor to prevent fluids from absorbing into the concrete.

Mr. McLiverty asked the committee if there were any questions.

**Cost - \$11,000**

Mr. McLiverty asked if something would also be applied to prevent slippage. Deputy Chief Todd said he believes something would be applied during the process.

Mr. McLiverty asked Deputy Chief Todd to review the items at the bottom of their list. Deputy Chief Todd said these items are requests that they would have included in the Capital Plan but have kept separate due to the Waterworks project.

Server Replacement – Deputy Chief Todd said the server is ten (10) years old. They are looking to replace the server and upgrade the software. They are using 2003 software, which is very inefficient.

CCTV Upgrade – Deputy Chief Todd said this committee was generous last year in giving them \$28,000. They have recently bid this item out and the bids came in much higher than anticipated. The \$28,000 will allow the department to replace the current system and make it work; however it will not allow them to expand it as they had hoped to do. The \$11,000 is for additional cameras that would provide complete coverage.

Mr. McLiverty said to give everyone the background on this – if we sell the Waterworks the idea is the City as a whole needs an investment in technology. The thought is if and when the Waterworks goes through it would be wise to put some in the Fund Balance, invest some in Capital and then do some improvements that we do periodically. If we don't stay on top of technology we're going to have other issues.

Chief Narowski noted that they anticipate a slight surplus in their Capital for this year. They estimate \$6,000±.

#### **PARKS & RECREATION – Dennis O'Connell, Director**

Mr. O'Connell reviewed the three requests from the Parks & Recreation Department.

- 1) Grass Cutting Machine
- 2) Permanent Fence on West Bank Side area of the Little League Field
- 3) Completion of Home Bleachers Project at Ryan Field Complex

Grass Cutting Machine – The present diesel grass cutting machine is thirteen (13) years old and has seen better days. This machine cuts the grass at Witek Park, O'Sullivan's Island, River Walk, Bradley School, Academy Hill Green and other designated areas. It is an essential machine since it is very effective on slopes and hills. There are two options for replacement:

**Cost - Diesel - \$15,765.00 / Gas - \$12,859.00**

Permanent Fence on West Bank Side area of the Little League Field – The present fence is in dire need of replacement in order to keep players, spectators and sports equipment from breaching over the embankment down onto Coon Hollow Road.

**Cost - \$8,000.00**

Completion of Home Bleachers Project at Ryan Field Complex – One half of this project has been completed about eight (8) years ago. Parks and Rec is requesting funds to complete the project. Mr. O'Connell noted that this has been a request for years.

**Cost - \$62,000.00**

Mr. O'Connell informed the committee that there are two other items he would like to discuss. He said these two items may find their way onto the City Referendum; however if they are not included he would like to have them listed on the Capital Plan.

Replace the lighting at the Ryan Field Complex - The present lighting system is substandard and the anticipated replacement would consist of four poles instead of the present eight with additional banks of lights on each pole. Two of the four poles will be moved onto the side of the bleacher embankment out of the way of spectator sight line. One will be placed behind the fence at the south side near the baseball field that will eliminate the necessity to remove and replace the pole each year for the baseball season. The four will remain in front of the field close to the same position the present one is.

**Cost - \$200,000.00 based on a study of the grounds**

Visitor Bleachers – Presently there are no visitor bleachers at the Ryan Field Complex. The request is to install a set of bleachers on the visitor's side of the football field.

**Cost - \$60,000.00**

Mr. O'Connell said he has discussed the referendum with Corporation Counsel Joseph Coppola and it has yet to be decided if these items will be included on the Referendum.

Mr. Sill said he believes this may appear on the referendum. Mr. McLiverty said there is no clear cut number that is the deciding factor for referendum. Sometimes if the item is \$500,000 or more they tend to be a referendum item and anything lower would be Capital. There is no concrete statute that says this is what has to be done. Mr. Sill said he feels that if we were to include this in the referendum it might bring out the families with kids in the schools to vote for the referendum.

Mr. McLiverty asked how long it would take to get a firm number that we could be confident with. Mr. O'Connell said they have met with a representative for the lighting company. He said the last time he received a price for the bleachers it was approximately \$60,000 for the Visitors Bleachers; however that was eight years ago.

Mr. McLiverty asked about the Field House. Mr. O'Connell said he still has the \$15,000 for the new roof, which he would like transferred into a study for a new Field House. He said it is a very old building with a lot of needs.

Mr. Butler asked about an emergency lighting system. Mr. O'Connell said they are approximately 80% through with the project, which started about three (3) years ago. He will track down the electrician and get an update.

Mr. McLiverty asked if the track can hold CIAC events. Mr. O'Connell said it can't. Mr. McLiverty said he is concerned about doing improvements without first having the study in case the study shows

that work that has completed now has to be changed in order to accommodate the track, bleachers, etc... it's sort of like putting the cart before the horse. Mr. O'Connell said that would be the case. He noted that there was a study conducted about twelve (12) years ago that stated if we wanted a CIAC track we would have had to eliminate the baseball field. He also noted that the study was conducted pre-Middle School. With all scenarios discussed there really is not enough room to have a CIAC track. All Track & Field events are held away. Mr. McLiverty said he just never wants us to proceed with a major investment and have to turn around and undue it.

Artificial turf was briefly reviewed. Mr. O'Connell will have it included in the study.

### **STORM ENGINE AMBULANCE & RESCUE CORP – David Lenart, Chief of Department**

Mr. Lenart reviewed the request from the department.

#### **1) Refurbishment of FD-10**

Refurbishment of FD-10 – FD-10 is currently the second available Ambulance. It is a 1997 Horton/International. In 2012 it responded to 278 calls for service.

The Officers have decided to refurbish FD-10 instead of replacing the entire vehicle. Type 3 Ambulances are two parts; "the cab" and "the box." They are looking to replace the cab and refurbish the box for a savings of around \$50,000 - \$60,000.

#### **Cost - \$100,000.00 (\$45,000.00 after 2013 City of Derby Budget Request)**

Mr. Lenart said they have funds left over from last year's Capital requests. They also have the \$55,000 allotment from the City, which they would combine with the \$45,000 request to refurbish FD-10.

Mr. Sill asked what do they normally do with the allotment from the City. Mr. Lenart said they normally place in their Operating Fund. He said they would like to earmark it to refurbish FD-10. He said they buy Type 3 Ambulances. There are three (3) types of ambulances. Type 3 is a two-piece ambulance – cab and chassis. It is a very heavy duty ambulance, which allows for more equipment and is better suited to a hilly environment such as Derby.

Mr. Lenart said this is our second ambulance; however it does respond to the same type of calls as the first ambulance. He said both ambulances need to be maintained as a state of readiness. Mr. Lenart informed the committee that per State of Connecticut law the first primary ambulance cannot be more than ten (10) years old. He said currently their first out ambulance is 2008 – this ambulance is a 2007. To fully replace the vehicle would be approximately \$150,000±.

Mr. McLiverty said if the City gives \$55,000 and this committee gives you \$45,000 you will have what you need to refurbish. Mr. Lenart said they would. Mr. McLiverty said he heard there was talk about giving \$55,000 in the latter part of 2013-2014, \$55,000 in the beginning of 2014-2015 with acquisition or renovation in the summer of 2014. Has that changed? Mr. Lenart said they haven't discussed that yet with anyone, noting that there was some confusion over their budget. Mr. Butler said numbers were presented in the beginning and they were refined to come out this way.

Mr. McLiverty said if you don't need the \$55,000 from the City's allocation to maintain operations in Year 1 wouldn't that be true in Year 2. Mr. Lenart said he would say no and that's mainly because



next year we're looking at a horrific budget year due to the new health care laws, which will severely impact them. Right now they are on a solid financial footing when it comes to billing revenue but they are already seeing a decline in billing revenue because of the new, lack of a better term, health care laws there called the Obamacare.

Mr. McLiverty asked about Haz-Mat and the Rescue Truck. Mr. Lenart said currently Haz-Mat 1 is a 1992 emergency 1 vehicle and there probably isn't 15,000 miles on it. That was a \$200,000 vehicle which they received under a Katherine Matthies Grant. Rescue-18 is a 1994 emergency 1 – we will begin to look to replace that three years out.

Mr. McLiverty said we will probably just keep them on our spreadsheet for the future.

Mr. McLiverty asked the committee if there were any questions.

Mrs. Moran asked Mr. Lenart if they are sure about not needing the money from the City. Mr. Lenart said they are sure and they have been planning this since last year.

**A MOTION** was made by Mr. Butler with a second by Mr. Sill to go into Executive Session, with no action to be taken and subject to adjournment, inviting Dr. Conway, Mr. Zachery, Chief Narowski, and Deputy Chief Todd to discuss security, which is exempt under FOI Section 5. **Motion carried.**

Respectfully submitted,

Patty Finn  
Recording Secretary

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