

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

**WEDNESDAY, JULY 17, 2019 – 7:00 P.M.**

**CITY HALL – 2<sup>ND</sup> FLOOR CONFERENCE ROOM**

**MINUTES**

**The meeting minutes derived from Recording Secretary's notes as tape recorder was being used by WPCA.**

Keith A. McLiverty called the meeting to order at 7:00 p.m. All rose and pledged allegiance to the flag.

**Roll Call**

Present: Charles Sampson, Barbara DeGennaro, James Butler, Judy Szewczyk, Keith A. McLiverty, Salvatore Coppola

Absent: Jim Gildea (Excused)

Also Present: Deputy Chief Scott Todd, Derby Police Department  
Dr. Matthew Conway, Superintendent of Schools  
Nicole Cignoli, Director, Derby Public Library  
David Lenart, 1<sup>st</sup> Asst. Chief, Derby Fire Department  
Michael Gloade, 2<sup>nd</sup> Asst. Chief, Derby Fire Department  
Brian Mezzapelle, Asst. Chief, Derby Fire Department  
Marc J. Garofalo, Town & City Clerk  
Rob & Tara Hyder, Derby ???  
Marc J. Garofalo, Town & Clerk

**PUBLIC PORTION**

Mr. McLiverty if anyone wished to address the committee. Hearing no requests...

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

**REVIEW OF 2019-2020 CAPITAL REQUESTS – DISCUSSION & POSSIBLE ACTION**

Mr. McLiverty said the committee met last week and reviewed the requested items. In the packet this evening is the first draft of the plan, which he would like the committee to review and discuss. Ms. DeGennaro asked the amount of money available in Capital. Mr. McLiverty there is \$197,000 available in the operating budget. He noted there was originally \$200,000 available with the Building Official looking to purchase a vehicle. That request has been withdrawn and \$3,000 was taken back to provide a gas allowance to the Building Official.

Mr. McLiverty then begin the review of the 2019-2020 Capital requests:

**Assessor** – The computer (\$15,000) was moved out until 2020-2022. The City-wide Revaluation is still in there for **\$65,000**.

**Board of Education** – The playground fence extension at Irving (**\$5,148**) will stay. Dr. Conway prioritized the exterior brick and point repair at Bradley and Irving (\$60,000 & \$40,000.) Bradley will be divided equally between this year (**\$30,000**) and next fiscal year. Irving has been moved out one year. Mr. McLiverty noted that the City hasn't put any money into the new track, so he is suggesting having the (**\$31,000**) for this year as a match for the grant that Ms. Hyder has written to the Valley Community Foundation.

**Fire Department** – The SCBA's would be for a five-year lease (**\$32,000**) each year. Mr. McLiverty said of the 18 SCBA's 16 are out of compliance and 2 are out of service. He said based on inventory this will fall in line with the five-year lease process. Ms. DeGennaro asked about the mold problem in the bathrooms. Mr. Lenart said both bathrooms are closed. Mr. McLiverty said he spoke with the Fire Commissioner who informed him that they didn't need that money and asked him to move it out. He said it could be considered under LoCIP. There was a brief discussion regarding this item. Mr. McLiverty said he would consider LoCIP as he's trying to get to the \$197,000 amount under the budget. Mr. Sampson asked about the thermal imaging system and if that could be considered a LoCIP item. Mr. McLiverty said the lease price is \$32,000 so we can take the \$2,000 off each unit and perhaps have that number under LoCIP.

**Town & City Clerk's Office** – Mr. McLiverty said he would suggest moving this out this year. Mr. Garofalo said he heard last week that it was included and now it's gone. Mr. Sampson asked how much we have in LoCIP and if this would be considered a LoCIP eligible item. Mr. McLiverty said we have \$230,000 in LoCIP. Ms. Finn said she has sent items to LoCIP and OPM (Office of Policy & Management) are disputing the shelving request as a LoCIP item as it is not permanently affixed.

**Library** – Mr. McLiverty said the request to remove and replace the carpet and subflooring is on hold until the roof project is completed. He said they are also looking for door counters in the amount of \$1,650. Ms. Cignoli informed the committee that the Library will need a new air conditioner unit so the door counters can be moved out to next year. Mr. McLiverty suggested funding the office computers for **\$3,200** and using **\$800 in LoCIP** for the public computer

**Mayor's Office** – Mr. McLiverty said he has left the Mayor's Office as is – Microsoft Office 365 Subscriptions for City Hall Staff (24 users) (**\$3,168**) for five years and computer upgrades on a rolling basis as needed (28 PC's) (**\$6,114**) for this year then FY '20-'21 \$3,168; FY '21-'22 \$3,168; FY '22-'23 \$3,168 and FY '23-'24 \$3,168.

**Police Department** – Mr. McLiverty said Chief Narowski at our last meeting suggested using the unanticipated revenue that the department gave to the City for the use of police vehicles under outside services. The cost of the (2) marked SUV's would be **\$14,000**.

**Senior Center** – Mr. McLiverty said the Senior Center is requesting **\$5,000** for a new grease trap.

**Storm Engine Company Ambulance Corps.** – Mr. McLiverty said Storm's would like to go out to bid for a heavy rescue truck. He said the committee could place **\$1.00** in the Capital line item as a place holder, which would allow them to prepare bid specs and go out to bid.

The 2019-2020 Capital Plan is as follows:

**2019-2020 - 5 Year Capital Requests**

**BOAT Allocation**

<b><u>Department</u></b>	<b><u>Item</u></b>	<b><u>2019-2020</u></b>
		<b><u>Amount</u></b>
<b>Assessor</b>	City-wide Revaluation	\$ 65,000.00
		<b>\$ 65,000.00</b>
<b>Board of Education</b>	Playground Fence Extension - Irving	\$ 5,148.00
	Exterior Brick & Point Repair - Bradley	\$ 30,000.00
	Track & Field Equipment - DHS	\$ 31,000.00
		<b>\$ 66,148.00</b>
<b>Fire Department</b>	SCBA Replacement (25) FINANCED	\$ 32,000.00
		<b>\$ 32,000.00</b>
<b>Library</b>	Replace office computers	\$ 3,200.00
		<b>\$ 3,200.00</b>
<b>Mayor's Office</b>	Microsoft Office 365 Subscriptions for City Hall Staff (24 users)	\$ 3,168.00
	Computer upgrades on a rolling basis as needed (28 PC's)	\$ 6,114.00
		<b>\$ 9,282.00</b>
<b>Police Dept.</b>	(2) Police Vehicles	\$ 14,000.00
		<b>\$ 14,000.00</b>
<b>Senior Center</b>	Grease Trap	\$ 5,000.00
		<b>\$ 5,000.00</b>
<b>Storm Engine Co. Ambulance Corps.</b>	Heavy Rescue Truck (Out to Bid)	\$ 1.00
		<b>\$ 1.00</b>
	<b>TOTAL</b>	<b>\$194,631.00</b>

**LoCIP Allocation**

Library	Public Access Computer	\$	800.00
		\$	800.00
		<b>TOTAL</b>	<b>\$ 800.00</b>

**A MOTION** was made by Mrs. Szewczyk with a second by Mr. Sampson to recommend to the full Board of Aldermen/Alderswomen to adopt the 2019-2020 Capital Plan. **Motion carried.**

**ADJOURNMENT**

**A MOTION** was made by Ms. DeGennaro with a second by Mr. Sampson to adjourn the meeting at 7:31 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.**