

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

**TUESDAY, JULY 9, 2019 – 7:00 P.M.**

**JOAN WILLIAMSON ALDERMANIC CHAMBERS**

**MINUTES**

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: Chief Gerald Narowski, Derby Police Department  
Deputy Chief Scott Todd, Derby Police Department  
Dr. Matthew Conway, Superintendent of Schools  
Mark Izzo, Finance Director, Derby Public Schools  
Nicole Cignoli, Director, Derby Public Library  
Rob Hyder, President, Derby Runners Club  
Tara Hyder, Derby Runners Club

**PUBLIC PORTION**

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

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

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

Mr. McLiverty said the committee will review the requests this evening and will have another meeting probably next week, to prioritize and finalize the 2019-2020 Capital.

**Police Department - \$99,200 - (2) Police Vehicles (\$95,000) Computer/Server Replacement (\$4,200)**

Chief Narowski said the department would ask for (2) marked vehicles (SUV's) for patrol. He realizes money is tight so this is the only item that he would be asking for. Chief Narowski said when the department uses a vehicle for private duty work the vehicle is charged out at \$20.00 per hour and the department has forwarded \$70,050 Unanticipated Revenue to the City, which he believes is in the General Fund. Chief Narowski suggested that money could perhaps be put towards the cost of the two marked SUV's. A question was raised as to the price other cities charge for vehicle usage. Chief Narowski said he would find out what other cities charge.

**Derby Public Library - \$71,485 - Remove & replace carpet and subflooring (\$15,540)  
Install bar code scanners & thermal printers (\$3,675) Door Counters (\$1,650)**

There was a discussion regarding the carpeting and subflooring as it has appeared on the request in the past. It was noted that the waterproofing job for the building is still on-going and nothing can really be done until that is completed. Mr. McLiverty questioned the cost for the bar scanners and printers as the amount seemed a bit high. Ms. Cignoli said that all her equipment is at least 4-8 years old. Mr. McLiverty said we could review the price for the computers and possibly consolidate it with the request for computers from the Mayor's Office. Ms. Cignoli informed the committee that the air conditioning unit at the library just died and she is waiting on prices for repair and/or replacement. She said in light of this new occurrence the library may be able to cover the costs for the bar code and door counters.

Mr. McLiverty asked if anyone had any questions. None were raised.

**Fire Department - \$425,486 – SCBA Replacement (25) Financed (\$202,730), Command Vehicles (4) Financed – (\$191,116) Repairs at Stations 1 & 2 (\$32,000)**

Mr. Sampson informed the committee that 1<sup>st</sup> Asst. Chief David Lenart was unable to attend this evening's meeting. He said A/C Lenart informed him that the SCBA Replacement is the #1 priority due to time constraints. Mr. McLiverty questioned how many were presently in service. Mr. Sampson said he believes there are close to 100. Ms. DeGennaro, who is the former Fire Commissioner, said they used to be replaced on a rotating basis. Mr. McLiverty asked about the command vehicles. Mr. Sampson said it is currently a "wish list" item. Mr. McLiverty said we can always put in \$1.00 as a place holder, which would allow them to go out to bid.

**Board of Education - \$166,056 – Playground fence extension – Irving School (\$5,148), Exterior brick & point repair – Bradley (\$60,000), Exterior brick & point repair & painting (Irving) (\$40,000), Track & Field Equipment – DHS (\$60,908)**

Dr. Conway informed the committee that the fence at Irving School is a priority as it is a safety issue. Dr. Conway and Mr. Izzo said they have obtained prices for the work at Bradley and Irving; however, they will need new prices as they are about a year old. Dr. Conway said he realizes the amount they are asking for regarding the track & field equipment is considerable. A hard quote was received back in March, and he hopes that the company would still honor that quote. Mr. McLiverty then recognized Tara Hyder.

Tara Hyder of the Derby Running Club said she is somewhat connected to the track & field equipment request. She said when the bids came back to construct the complex the figures were over, and something needed to be eliminated. Mrs. Hyder said there hasn't been a home meet in thirty years and if we don't have this equipment we won't be able to have meets. She told the committee that she wrote a grant to the Valley Community Foundation (VCF) for \$31,000, which is half of the cost of the equipment that is needed, in the hope of receiving funds in order to purchase equipment. Mrs. Hyder was just informed that her application has moved to the second round and we will find out the third Friday in October whether or not we will receive the funds.

Mr. Butler asked Mrs. Hyder if she has reached out to the Katharine Matthies Foundation for funds. Mrs. Szewczyk said that funding closed in May. Mr. McLiverty stated that the City has yet to invest any money into this project. Mrs. Hyder said the VCF asked if there were other sources of funding towards the purchase of the equipment and what Ms. Payden's involvement was. Mrs. Hyder said she informed VCF that she would be coming to the Capital Planning Commission.

Rob Hyder, President, Derby Running Club said they are a 501C 3 organization (non-profit.) He said they have been very successful in years past raising money to go to the Nationals. Mr. Hyder said if we were to have this equipment at this beautiful new facility we would then be able to host invitational events.

Mrs. Szewczyk asked if all the money from Ms. Payden went just to the facilities. Mr. McLiverty said there are a lot of facilities. Mrs. Szewczyk asked if this is a problem with all the other sports. Dr. Conway said track is unique. Football is set as is soccer, baseball, and basketball. Mr. Sampson thanked Mrs. Hyder for taking the time to apply for this grant. He said win or lose she shouldn't be dejected if it isn't funded. He asked Mrs. Hyder if the grant specifies any matching funds. Mrs. Hyder said they did not say it was contingent, but they know we need the entire \$61,000+. Mr. Sampson said his only other concern is we won't know until October whether or not it is funded and asked if they would reimburse the City if we were to go ahead and purchase the equipment. Patty Finn, Grant Writer for the City and recording secretary for this committee said she has been very fortunate in the past in obtaining grants from the VCF and commended Mrs. Hyder for the work that she has put into the application process. Ms. Finn said if the committee was to fund the \$31,000 for the track & field equipment she would encourage Mrs. Hyder to let VCF know that there would be matching funds to fulfill the request. The VCF has been very generous to the City in the past and she believes if VCF realizes there is matching funds it could put additional weight to the application.

**Mayor's Office - \$9,282 – Microsoft Office 365 Subscriptions for City Hall Staff (24) (\$3,168), Computer upgrades on a rolling basis as needed (28 PC's) (\$6,114)**

Mr. McLiverty said we can look to combine this request with the request from the library.

**Assessor – \$80,000 – Computer software upgrade for revaluation (\$15,000), City-wide Revaluation (\$65,000)**

Betsy Quist, the City Assessor, informed the committee that she is asking for money in order to undertake a city-wide revaluation of all residential & commercial property to be completed for the 2020 grand list. She said this is required by State Statute. The only way to postpone the revaluation is to have the Mayor make a request to the Office of Policy & Management. Ms. Quist said she will assist as much as possible in order to keep the costs down.

There was then a discussion regarding the last revaluation done by the City. Mr. McLiverty said he feels that we need to delve into this further to verify what the last revaluation consisted of. Ms. Quist stated that the timeline is critical. The cost of the revaluation and when money would be available to hire a company to conduct the revaluation was also discussed and the committee stated that they would have to investigate all options available.

**Senior Center - \$5,000 – Grease Trap**

This item is a necessity. If it is not funded then the kitchen will be closed.

**Town & City Clerk – \$20,000 Preservation Grant of Past Permanent Records**

It was noted that this is the same request made by the Town Clerk's Office each year. Mr. Sampson said he does not understand why this is needed as everything is being transferred to microfilm. Ms. Finn said she believes since Griffin Hospital has a birthing center we need this in order to have the original birth certificates on file. She will look into this and have Mr. Garofalo available at the next meeting for questions.

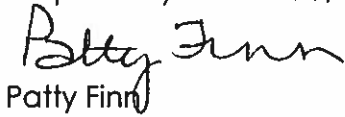
**NEXT MEETING**

The next meeting is scheduled for Wednesday, July 17, 2019 at 7:00 p.m.

**ADJOURNMENT**

**A MOTION** was made by Mr. Sampson with a second by Mrs. Szewczyk to adjourn the meeting at 7:43 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.**