

City of Norwich
Finance/Personnel Committee Meeting
February 2, 2010

Ald. Walter Schermerhorn presided at the meeting of the Finance/Personnel Committee held at 6:00 PM on February 2, 2010, in the Council Chambers.

Present:

Ald. Walter Schermerhorn
Ald. Paul Laughlin
Ald. Robert Jeffrey

Also:

Clerk/Director of Finance William Roberts
Director of Human Resources Deborah DeForest
Fire Chief Tracy Chawgo
Police Chief Joseph Angelino
DPW Superintendent Carl Ivarson
Deputy City Clerk Brian Drake
Code Enforcement Officer Jason Lawrence
Mayor Joseph Maiurano
Community Development Specialist Todd Dreyer
Ald. John Deierlein
Ald. Terry Bresina

Absent
None

Call to Order

The meeting was held in the Council Chambers at One Court Plaza and called to order at 6:01 p.m. by Ald. Schermerhorn.

Approval of Minutes

Ald. Jeffrey **moved** to approve the minutes of the regular meeting of January 12, 2010. Seconded by Ald. Laughlin, approved ayes all.

Public Safety

Police

Bid Solicitation – Patrol Vehicle

Police Chief Joseph Angelino presented bid specifications for a new patrol vehicle to be purchased under the ARRA grant, which stipulates funds should help the local community; therefore, though police vehicles are usually purchased via state bid, this will be offered to local dealers. Chief Angelino urged moving forward because of the limited time during which police vehicles are built. Ald. Jeffrey **moved** to proceed with the bid solicitation. Seconded by Ald. Laughlin, approved ayes all.

Emergency Purchase of Police Vehicle

Director of Finance William Roberts reminded the Committee that they had declared an emergency situation to purchase a new police vehicle following a vehicular accident. Funds to purchase a new vehicle will be replenished with insurance claims and a bequest. Ald. Jeffrey **moved** to recommend Council formally ratify the transfer of capital reserve funds and purchase of a vehicle, such funds to be replenished by insurance reimbursements and a bequest. Seconded by Ald. Laughlin, approved ayes all.

Fire

Hurst Tool Upgrade

Fire Chief Tracy Chawgo reported that the "jaws of life" equipment is outdated and has needed replacement for several years. A bequest of close to \$15,000 has been established and will be used to cover most of the costs for new equipment. The bequest is being deposited into capital reserves, and it is requested that it be transferred to the Fire Department equipment line. Total costs for the equipment will be approximately \$16,440; the amount over the bequest is provided for in the budget. The outdated tools may be sold to another community. Ald. Jeffrey **moved** to recommend to Council approval of the request. Seconded by Ald. Laughlin, approved ayes all

Engine 232 (old 234)

Chief Chawgo reported that bids have been received for restoration of Engine 232 (old Engine 234). Body work must be done by Central Stations, a company which builds fire trucks. The bids for restoration are under review. Ald. Jeffrey asked

the estimate of costs for restoration. Chief Chawgo replied that he had estimated approximately \$30,000 for such restoration; this amount can be covered by capital reserves.

Codes Code Enforcement Officer Jason Lawrence presented a draft Nuisance Abatement Law to the Committee for review. The proposed law will allow the City to bring sanctions against repeat-offending properties.

Ald. Schermerhorn asked about the traffic problems on Berry Street. J. Lawrence replied that the Traffic Commission is reviewing that situation. Problems there regarding garbage have been resolved.

Community & Economic Development

Retail Loan Application Community Development Specialist Todd Dreyer reported that the Loan Committee has approved a loan request from Kristina Passafiume for \$8,000 for down payment on the purchase of Millie's Diner. Ms. Mercurio will hold the mortgage; a property owned by Ms. Passafiume will serve as collateral for the loan. Ald. Jeffrey asked about Ms. Passafiume's experience. T. Dreyer replied that she cited eight years of restaurant experience. Ald. Jeffrey **moved** to recommend Council approval of a retail loan of \$8,000 to Kristina Passafiume. Seconded by Ald. Laughlin, approved ayes all.

Ald. Jeffrey asked how the Open House on Fair Street went. T. Dreyer said that a number of people attended and one visitor has already submitted an application. Ald. Jeffrey said he was impressed by the workmanship at the house.

Public Works & Engineering

Surplus Equipment Bids

DPW Superintendent Carl Ivarson reported that bids were opened for surplus equipment. He recommended acceptance of high bids for the 1989 Kubota and the 1990 Ford F250 Pick-Up. Other bids should be rejected because vehicles can bring in more when sold for scrap. Ald. Jeffrey **moved** to recommend Council accept high bids for the 1989 Kubota and the 1990 Ford F250 Pick-Up and reject all other bids. Seconded by Ald. Laughlin, approved ayes all.

Influent Pump Replacement

C. Ivarson reported that Pump #3 needs to be replaced entirely and the bearings that support Pumps #1 and #2, which are 22 years old, must also be replaced. He has investigated replacing the current pumps with submersibles, although Delaware Engineering does not recommend it due to compatibility concerns. He noted that the replacement pump uses a 40-hp motor; if the other motors, which currently use 50-hp motors, could be switched to 40-hp motors, this could yield a considerable energy-cost savings. This replacement work will cost approximately \$500,000, which includes proposed additional engineering costs of \$48,000. It would involve a change order to the current RBCs capital project change order and Delaware Engineering proposal. Ald. Jeffrey **moved** to recommend Council approval of the project. Seconded by Ald. Laughlin, approved ayes all

Phone System WWTP

C. Ivarson reported that the very old phone system at the WWTP is in bad disrepair and cannot be fixed. Only two phones out of seven currently work. He received a quote from Frontier for a new, updated system. This expense was anticipated and is in the budget. Ald. Laughlin **moved** to recommend Council accept the Frontier proposal for a new phone system at the WWTP, with a 5-year maintenance plan, at a cost of \$7,282.80. Seconded by Ald. Schermerhorn, approved, 2-0 (Ald. Jeffrey abstaining).

Natural-Gas Engine Repair

C. Ivarson reported that the natural-gas engine has run nonstop for the last 14 years and has developed leaks. He proposes rebuilding the engine on-site. The natural-gas engine drives Well 3, the primary water supply for the City, and provides significant energy savings over electric pump motors. A new engine would cost over \$150,000. The total cost for such rebuild would be approximately \$30,000; the budget contains \$35,000 for special projects. Ald. Jeffrey **moved** to recommend Council approval of rebuilding of the natural-gas engine. Seconded by Ald. Laughlin, approved ayes all.

2010 Sidewalk Program

C. Ivarson recommended that rates for the sidewalk replacement program be kept at 2009 levels as cost increases have been minimal. Ald. Jeffrey **moved** to keep sidewalk replacement program rates at 2009 levels. Seconded by Ald. Laughlin, approved ayes all.

Dams Inspections

C. Ivarson reported that though there was much controversy over proposed State changes to rules and regulations regarding dams, those changes were adopted. New rules require annual certification of dams by an engineer licensed for dam inspections and that municipalities have an emergency action plan in place. The City's emergency action plan is already in place. W. Roberts explained that onerous DEC requirements for funds to be kept on hand to replace dams in the event of a breach may be covered by designating the DEC as additional insured on the City's insurance. A proposal of \$15,000 for inspection has been received. Ald. Jeffrey **moved** that Council accept the proposal and authorize transfer of funds from Water Fund – Capital Reserves to cover costs. Seconded by Ald. Laughlin, approved ayes all.

Vacation Buy-Back, Superintendent of Public Works

C. Ivarson explained that because of manpower issues limiting his ability to take time off, he wants to buy back seven weeks of vacation time. W. Roberts added that the Public Safety/Public Works Committee recommended approval of this request. Ald. Jeffrey **moved** to recommend Council approve the buy-back of seven weeks' vacation time for the Superintendent of Public Works, due to special conditions in which the City of Norwich receives benefits due to lack of personnel at the WWTP. Seconded by Ald. Laughlin, approved ayes all.

Miscellaneous Items

Supplemental Appropriation – 2009 Budget – Transfer of \$50,000 to Infrastructure Capital Reserves

W. Roberts explained that estimated actual results for 2009 allow the projected transfer of \$50,000 into the Infrastructure Capital Reserves fund. Ald. Jeffrey asked about sales tax revenues. W. Roberts replied that estimated actual overall revenues as compared to overall expenditures will result in a small surplus after the transfer of \$50,000 into the Infrastructure Capital Reserves fund. Ald. Jeffrey **moved** to recommend Council approve transfer of \$50,000 to Infrastructure Capital Reserves. Seconded by Ald. Laughlin, approved ayes all.

Annual Year-End Budget Transfers for 2009

W. Roberts explained that final audit and adjustments occur each year in February for the prior year's budget, and a resolution to cover such year-end transfers will be presented at the regular Council meeting.

Adjournment

Ald. Laughlin **moved** to adjourn at 6:42 p.m. Seconded by Ald. Jeffrey, approved ayes all.