

**Capital Expenditure
Meeting Minutes
Monday, April 27, 2015
7:00pm Brooklyn Town Hall**

Present: Joe Voccio, Andrew Dionne, Michael Gaudreau, Robert Rossi, Hans Koell, Felix Ramos (7:15pm), and April Blymiller; Recording Secretary

Absent (with notice): Rick Ives and Robert Kelleher

Also Present: Dr. Berry, Tony Tusia, and Greg Bugbee (CCAT)

- 1) **Call to Order:** Joe Voccio called the meeting to order at 7:05pm.
- 2) **Approve Previous Minutes:** Tabled until the end of the meeting in order to give the Committee time to review the minutes.
- 3) **Public Comment:** None
- 4) **Review of School Capital Requests:** Tony Tusia brought in Greg Bugbee, a senior technical advisor for the non-profit Connecticut Center for Advanced Technology, Inc. (CCAT), to talk about the new proposed school project in which the schools' telephones, security, and cabling would be bundled together. Tony Tusia had mentioned that currently all of the systems at the schools do not communicate with one another, but with this new system, everything would be compatible with one another. Greg Bugbee had looked at the previous proposals that Capital had received in which all the systems were different brands with no cameras included; with the CCAT proposal, all the devices will work together and cameras are included.
 - **Telephones:** The schools' current phones cost \$400.00 a month and there are no replacement parts available to fix the broken phones. The previous proposal replaced the current analog phone system with a newer analog system; CCAT's proposal is for a digital system that has the ability to be used as a paging system, send a voicemail to an email, allow the offices to listen into the classroom in case of an issue, and connect with the doors in order to lock or unlock them. CCAT reached out to Apex Communications for a proposal; they gave a proposal for a Panasonic phone system that utilizes SIP Trunking, which is voice over internet technology, which would reduce the monthly phone bill from \$400.00 to under \$195.20 (for three years), which includes local and long distance calling. The phones also have the ability to work over the Wi-Fi system; in the future, the school could purchase Wi-Fi handsets for the playground, custodians, or security for a minimal cost so that everyone would be connected. Camera footage from certain doors could be sent to various computers to be locked/unlocked through the phone system.
 - Joe Voccio asked how many towns/schools are buying rather than leasing their phone systems. Greg Bugbee answered that most towns buy the phone systems, but lease computers.
 - The proposed phone system would be \$38,500.00, with an annual maintenance fee of \$3,450.00 and SIP Lines for \$2,342.40.
 - ◆ It is \$12,000 more than the proposed analog phone, but the digital system has more features and newer technology.
 - **Doors:** There would be six doors and one hundred proximity cards for access control per school. This is a standard card entry system, but it is integrated with the phone and

camera systems; when someone swipes their card in, the camera at that particular door will record who enters and integrates that information into the entire system. CCAT reached out to Apex Communications for a figure on the access control system for the schools' doors. The Elementary School would be \$6,922.00 and the Middle School would be \$7,704.00, which includes all of the wiring, cabling, cards, and software. This system uses the existing doors, but prices do not include installation or purchase of door striker hardware, which would be approximately \$400-\$500 per door. The approximate total for the proposal is \$20,626.00, including the door striker hardware.

- The previous proposal was for \$26,500 for ten doors.
- **Cameras** – Currently there is only one camera on the front door of each school and limited recording capabilities. Tony Tusia and the installer did a walk through the schools in order to find the best areas for the cameras. All of the entrances, exits, hallways, larger common areas (gym and cafeteria), and parking lot are covered. The system would have thirty days of recording capability, forty seven high definition cameras, five dome cameras, night vision, and the police could dial into the system to see what was happening in case of an emergency. There would also be two 32 inch televisions for staff to view the camera footage, but it would also be available on the approved computers. One item that was not covered in the proposal done by Apex Communications is power for Ethernet switches, which powers the cameras. The switch is approximately \$1,000 a piece and three switches might be needed. The total for the proposal, without the \$3,000.00 for the switches, is \$29,500.00.
- **Wireless:** The schools want to replace the wireless systems because of increased demand on the system. The new system can handle up to five hundred products on each access point. The previous school request for Data Cabling was \$62,225.00, which was mainly for hardwiring, not a wireless system.
 - CCAT does not sell any hardware, but work with different vendors in order to get the best price. CCAT received a proposed amount from Black Rock Technology Group for the hardware for \$33,694.00.
 - CCAT looked at the actual wiring infrastructure in the schools and found that the current cable is not able to handle the new standards for wireless. In order to upgrade the wireless, new cable needs to be run to the access points. CCAT received figures from Northeastern Communications & Electrical, LLC for the cable: the Elementary School wiring cost is \$8,151.20 and the Middle School wiring cost is \$6,556.32.
 - In the actual wiring of the buildings, there are issues with jacks not being identified or working, but the actual cabling in the walls is good. CCAT put together a quote of \$5,100.00 to have one of their technicians re-terminate, label, and organize the cable cabinets. CCAT also gave a quote of \$5,640.00 for labor of replacing the wireless system that is already in place.
 - In CCAT's proposal, everything is fixed for less than the original \$60,225.00. There is a year maintenance fee of \$1,760 for firmware updates, equipment replacement, and extended warranty. CCAT had applied for a grant from the State to cover some of the costs, but the grant was removed last week. They had applied for it, but have not heard back yet as to what will happen with the grant.
- **Discussion:** The total for CCAT's entire proposal is \$141,767.52. Approximately \$9,000.00 will need to be added to the amount to cover the extra hardware for the doors

and the switches, which would bring the total to \$149,007.52. This is a quote for the work to be done this summer.

- Andrew Dionne asked what would happen if some of the work was done this year and finished next year. Greg Bugbee said that it would make the most sense to replace the phone system first because of the amount of money the schools are losing with the current system.
 - Joe Voccio asked about the Nutmeg Project. Greg Bugbee said that he looks at the Nutmeg Project as an opportunity rather than a mandatory because towns have a choice to participate in the state wide high speed network. Schools can utilize high speed internet for the SIP Lines to lower costs and other similar items.
 - Andrew Dionne asked how long the workers need to be at schools if this passes. Greg Bugbee answered that it would be done during the summer. Tony Tusia said that CCAT should be able to work alongside the fire alarm company. Dr. Berry mentioned that she has spoken with Matthew Lohbusch about the Summer Camp and he is willing to move around so work can get done. Michael Gaudreau mentioned that the Committee needs to keep Summer Camp in mind during these projects.
 - Joe Voccio asked what the project timeline would be like. Greg Bugbee said that the phone system would take three to four weeks, in order to get all of the information collected. Cabling would take a week per school. A few days for programming card access; a half of a day per door and a few days for cabling and programming. Since the projects are separate/different companies, projects/companies can be working at the same time. Overall it would take approximately four to six weeks. The phone system has the longest lead time, since there the school staff needs to be trained. The discovery process would have to be done before end of school.
 - ◆ Joe Voccio mentioned that the fire alarms have been approved; how much lead time is there for these projects. Greg Bugbee answered that there is four to six weeks of scheduling and ordering time. There will be an issue with the fire alarm work since no one can be in the building while fire alarms are disabled, unless they working on them. Tony Tusia mentioned that maybe they could work with contractors and Matthew Lohbusch and could swap schools while construction is being done.
 - Greg Bugbee mentioned that only the CCAT bids are bid free, everything else has to go to bid. If CCAT assists in the bid process or grant applications, there would be an extra amount; he will send a quote.
 - Michael Gaudreau asked how long the different pieces will last before needing to upgrade/change. Greg Bugbee answered that the phone system is stable, no big changes in the future and the platform is new; about seven to twelve years. The cameras are also stable and are not changed too often. The card access system is also stable; about seven to twelve years. The wireless system will most likely change, but it depends on how much speed and access is needed; two to four years, he is not sure where it will be. The wireless technology is stable; about five to seven years.
- Greg Bugbee, Tony Tusia, and Dr. Berry left at 8:10pm

5) Review of Capital Requests:

- The Committee feels that the schools' proposal is a high propriety, but the phone system, security (depending on grants), and fields are the items that are the highest propriety.

Discussion ensued. Robert Rossi pointed out that the longer this project waits, the more it is going to cost.

- Hans Koell made a motion to move the schools' proposal forward. Michael Gaudreau seconded the motion. Discussion: Board of Finance will put a cushion on the \$141,767.52 for the extra costs to make sure there is enough money. Motion passed 6-0.

- **Requests:**

- \$16,298.75 – 8 foot snow blower attachment for Highway Department
- Dump Truck for Highway Department – there are still questions about the leasing idea; the Committee will revisit the idea next year
- \$10,000.00 – Town Clerk (and \$10,000.00 next year)
- \$30,670.39 – School Fields
- \$29,679.40 (large tractor) or \$22,888.79 (smaller tractor) – tractor for Parks and Recreation
- \$3,000.00 – plow for Parks and Recreation
- \$5,000.00 – sander for Parks and Recreation
- \$7,000.00 – snow blower attachment for Parks and Recreation
- Approximately \$141,000.00 for the School

6) **Action and Vote on Recommended Capital Projects:**

- **Parks and Recreation:** Michael Gaudreau ranked the projects: fields, snow blower attachment, small tractor, sander, and plow. Joe Voccio asked about the fields. Michael Gaudreau replied that the fields are unplayable and the fencing is down, which is a safety issue. The fields are important to the Town's residents; parents have played on those fields and want their children to do the same. The school has not taken care of the field for the last four to five years, the old girls' softball field is unusable, and the soccer field is mainly dirt. Parks and Recreation will be taking care of the fields, once they are fixed up. Michael Gaudreau feels that the Town's children deserve to have a home field. Andrew Dionne agreed with Michael Gaudreau; residents use it during the winter for sledding and if something were to happen, would the Town be liable. The Committee is not quite sure what would happen, but it is something to keep in mind. Michael Gaudreau mentioned if the baseball field gets fixed, there will be new football fields in order to keep the other fields in better condition. The \$30,670.39 takes care of the fields and Parks and Recreation will take care all of the fields. Robert Rossi mentioned that if the fields are not fixed, it is a wasted space. Discussion ensued
 - Joe Voccio mentioned that he walked the field and seen the condition of the field. He feels that \$26,000.00 might not all be needed to fix the fencing, since most of the fencing is in okay condition, but it does need the protector. Joe Voccio would like the some of the fencing money to go towards the dugout roofs, since they are in disrepair. Michael Gaudreau will let Matthew Lohbusch know in order to talk with Killingly Fence.
 - ◆ Joe Voccio said that the Committee will keep the \$30,670.39 for the fields and if it passes, the Committee will help figure out the best use of the money.
 - Michael Gaudreau would rate the plow above the sander.
- **Highway Department:** \$16,298.75 – 8 foot snow blower attachment
 - The Committee feels that it ranks fairly high.
- **Town Clerk:** \$10,000 this year and \$10,000 next year – Document Perseveration

- The Committee feels that it is trying to finish the project faster, but like the online search option.
 - **Parks and Recreation:** Tractor and Snow Blower Attachment
 - The Committee feels that it ranks low because the machines that Parks and Recreation currently have are working.
 - Joe Voccio brought up a previously mentioned idea; when machinery breaks, there is no funding in Capital nonrecurring in order to fix or buy a new machine during the year. The Committee could make a recommendation to have money in Capital non-recurring for items that might break during the year. Discussion ensued.
 - Andrew Dionne made a motion to create a Capital nonrecurring account for \$25,000.00 for unforeseen repair expenses. Robert Rossi seconded the motion. Discussion: Michael Gaudreau mentioned having the right wording for this account. Robert Rossi said if something breaks down, the money can be used to pay for unforeseen repairs or to replace an item. Motion passed 6-0.
 - Discussion ensued on the balance left over in Capital non-recurring.
 - **Ranking:**
 - 1) School - Security
 - 2) School - Fields
 - 3) Highway Department - Snow blower attachment
 - 4) Town Clerk
 - 5) Parks and Recreation - Snow blower attachment
 - 6) Parks and Recreation - Tractor
 - 7) Parks and Recreation - Plow
 - 8) Parks and Recreation - Sander
- 7) **Public Comment:** None
- 8) **Other Business:** The Committee discussed meeting a couple of times during the rest of the year, just to see that the money is being spent and the progress being made on the projects. The Committee feels that it is a good idea since it would help them to keep track of the money being spent out of the Capital budget so that it is easier next year to see what has not been spent.
- Joe Voccio will set up a meeting for September.
- 9) **Approve Pervious Minutes:** Andrew Dionne made a motion to accept the March 16, 2015 minutes. Hans Koell seconded the motion. No discussion. Motion passed 6-0.
- 10) **Adjournment:** Michael Gaudreau made a motion to adjourn the meeting at 9:27pm. Felix Ramos seconded the motion. Motion passed.

Respectfully Submitted;
 April N. Blymiller
 Recording Secretary