

Bob Merola, Chair
Dan Amaral, Vice Chair
Phil Carroll
Joe Girgasky
Dan Honan
Paul Lundquist



TOWN OF NEWTOWN

Legislative Council Municipal Operations Committee
Meeting Minutes for March 26, 2012

- I. Roll Call – Committee Members Present: Mr. Amaral, Mr. Honan, Mr. Lundquist, Mr. Merola
Committee members Absent: Mr. Carroll, Mr. Girgasky

Others Present: First Selectman Mrs. Llodra and Mr. Capeci, ex officio

Meeting called to order at 6:17 PM.

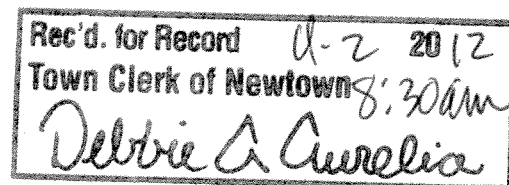
- II. Voter Comments - None

- III. Review answers to budget questions regarding Municipal Operations departments –
The First Selectman answered a set of Municipal Operations questions that were submitted to her in advance of the meeting. These questions primarily centered on Public Works (PW) and Parks and Recreation (P/R). Examples of areas of concern that were included are:
- 1) additional efficiencies that could be implemented in PW and/or P/R
 - 2) the impact of the lack of snow this winter on budget expenditures
 - 3) town vehicle replacement and acquisition
 - 4) the use of in-house personnel versus subcontractors

The questions and answers are attached to these minutes. Additionally, Mr. Lundquist requested additional detail regarding town vehicles. This data was supplied after the meeting by Mrs. Llodra and is also attached to the minutes.

- IV. Voter Comments - None

- V. Adjournment – Motion to adjourn made by Mr. Honan, seconded by Mr. Lundquist. Unanimously approved. Meeting adjourned at 7:15 PM.



Questions for Municipal Operations

- 1) In these economic times, departments need to be wary of efficiencies. To that end, does Public Works and Parks/Rec, for example, keep computer records for town-owned vehicles and heavy equipment regarding scheduled/unscheduled maintenance, service and repair, parts etc.? Are invoices kept electronically and tagged to each specific vehicle? If not, is there any plan to use IT to attain efficiencies in utilization of town-owned vehicles?
 - A) Parks and Recreation, and I believe Public Works, use the framework of Progeos, a work order system once selected for town use. Both departments are currently collaborating to move forward with more robust software that will allow for true job costing, tagged vendor invoices, and material allocations.
 - B) We currently utilize the computer software program "Jet Fleet" to track parts and service histories on all vehicles. The program provides notification for routine/scheduled maintenance based on its connection to the fleet fueling system (which requires mileage or engine hours whenever a vehicle is refueled). Unscheduled maintenance is recorded in the vehicle history. Invoices are not currently linked to the vehicle service history electronically but that is the next generation of software which we are now trying to implement. The new software will track every effort as a work order tied to a vehicle which will also allow all purchase orders/invoices to be attached as well. This new system would barcode parts, include labor and be assignable for inter-department billing.

- 2) For Public Works, compare and contrast the decision to use subcontractors or in-house personnel. Relate this to the effort of installing the Sandy Hook water line. How much overtime was expended by town employees on this effort?

There are two extreme positions on this question. Do it all in-house or do it all with outside contractors. Both positions for Newtown are not in the Town's best interest. The recent Sandy Hook water-main project is actually not very illustrative because it asked the question based on "overtime". There was very little.

The major storms in the fall more clearly and dramatically identified the need for a balanced approach. The Town could never afford to have on staff enough personnel to have met the emergency of last August (Irene) or October (Alford). But, by having "local" contractors ready to go, we were able to ramp up to more than a dozen tree cutting and brush removal crews within hours and more as time went on. These crews were from both municipal employees and private contractors. Each crew (public or private) was given work that best suited the equipment they had which guaranteed a highly efficient use of resources. No Town with our degree of damage was opened quicker or cleaned up faster at less cost. Public or private resource is at its best when used correctly and in the proper mix.

A further example was the installation of the gas main at Fairfield Hills. Yankee Gas gave us a quote of \$375,000 to provide materials and do a complete installation. We completed the project using a mix of Town excavation crew and private pipe connection crew for less than \$300,000, a definite and positive savings of \$75,000+ for the Town. Not every project can be structured this way. We make a case by case decision.

- 3) It didn't snow much this past winter. How much money was not spent in current year's budget (Public Works and Parks/Rec) due to the lack of snow for a) overtime b) sand/salt and c) blades? If saved here, was it utilized somewhere else? Where?

- A) For Parks and Recreation the overtime spent on the Alfred/Irene storms has equated to a roughly average winter for us. If some or all of these funds are reimbursed to the overtime account from FEMA, then we will have a higher than normal balance for this time of the year.
- B) The savings from the mild winter was eaten up by necessary vehicle maintenance and our share (25%) of the tree cutting and brush removal not reimbursed by FEMA (75%). We had to make minimum contract purchases for sand and salt but fortunately had surpluses there and in overtime to cover the other needs. With no new capital vehicle purchases now for several years the fleet is getting older and the two storms of last fall was like putting the fleet through two winters. The positive aspect is that we are addressing many deferred problems that had been let go due to budget constraints.

- 4) Describe how Public Works can better keep up the roads in town without overhauling- drainage etc. in order to minimize bumps and pot holes? Please elaborate.

The short answer is we can't. If you don't keep the water out from under the road or get it off the top, the roads will fail. They will fail from erosion and displacement of support material under the pavement. There is no mystery. We do fill cracks with a rubberized compound, fill potholes with asphalt and sometimes patch pave an area with our own paving machine when a road section is too far gone to just fill potholes. There are also various sealers that can extend the useful life of the riding surface. But sooner or later proper drainage and adequate paving is the only way to obtain smooth roads that will stay intact and that costs money.

Another analogy would be a house with a bad foundation. You can put a new roof on or paint the house but it's still going to fall apart if you have a bad foundation. Drainage is the foundation for all roads to last.

- 5) Does Parks/Rec use the bid or RFP process to price out projects? Describe how this decision is made and how it saves money for Newtown.

- A) Parks and Recreation has and does use RFP or bids as required for purchasing. Quite often we will "piggyback" on Public Works bids for materials and contracted services. Projects, depending on the size and scope, are generally costed out multiple ways. Depending on the outcome, and required services by outside sources, a decision is then made based on cost and timeline. Parks and Recreation has collaboratively, with Public Works, done all of the demolition and rough grading for Treadwell field, Tilson Field, and the Dickinson tennis courts, skate park, and basketball courts. These efforts have saved almost \$750,000.00 alone. When it was necessary to replace the "force protection rail" at Treadwell Park, the commission selected the style and we solicited pricing. Pricing came in starting at \$260,000.00 up to \$320,000.00 including the stairs. We were able to complete this project "in-house" for \$105,000.00. When projects are outside of the scope of our expertise, or require a timeline not attainable, we will outsource the project.

- 6) When will the Trades Lane building be finished?

- A) Now that the fiber optic conduit has been installed, in house at a savings of \$68,000, things will move along. Inside wiring and lighting are currently underway, and HVAC RFP/bids will be solicited this spring. The project will be complete this summer.
- 7) Is it feasible for the BOE and Parks/Rec to cooperate/collaborate on field maintenance to obtain a better price and save money for Newtown as it relates to a) BOE contractual services b) tick control (purported to be approximately \$10,000) and c) playground mulch (said to be approximately \$20,000)? Please explain.
- A) This is already done. Parks and Recreation maintains all school fields and administrates the contract for lawn mowing. The contracted services of tick control and playground mulch installation is best handled by the BOE as such work requires definitive scheduling to coordinate around school activities. Playground mulch always seems expensive however we are required to purchase mulch that is certified. This is to insure that the mulch does what it intended to do, which is to prevent head injuries should a child fall. This is the same "GMAX" protocol used for artificial fields such as Treadwell, Tilson and Blue and Gold.
- 8) Regarding replacement vehicles (e.g. police cars and/or other municipal owned vehicles), are they recycled within other town agencies or sold at the town auction? A case in point suggests that the BOE has two vans that were purchased two-three years ago by the former transportation director. They are still registered and insured but the BOE may not have a use for them any longer. There is a van driven by a highway dept employee that is all rotted out. In the spirit of cooperation, why can't this be an instance where the town can replace this rotted out vehicle with the better vehicle the BOE owns but does not use? Please elaborate.
- A) As far as Parks and Recreation is concerned, we regularly share vehicles with Public Works as specific jobs and duties may dictate. When we recommend replacing a vehicle there is no longer a salvage life for another department. We have been recommending the purchase of heavier duty vehicles as we are being required to keep vehicles longer.
- B) BOE two vans: One of these vans is in regular use in support of the HS work-study program; the other van may have some potential for use for Municipal services. Ron Bienkowski is checking on its status. If there is some possibility for Town use, we will then have the vehicle assessed by the master mechanic at PW for 'value'. The Town would rather 'pay' the BoE for the vehicle (if its value justifies such) than purchase from a vendor.
- 9) Describe how vehicles for Municipal Operations are acquired. Is it consistent among all departments? Is there a policy/procedure that each department uses? Compare and contrast when RFP and the bid process are utilized. Are there other approaches to acquisition? Please elaborate. In particular, use Public Works and Parks & Recreation as examples.
- A) In the past we have bid out complete vehicles however we have found it more cost effective to purchase the cab and chassis off of State Contract, and the solicit quotes or bids for the body equipment. This is essentially eliminating the cost of someone administrating the vehicle construction and has been very cost effective for us. This may not be prudent for some larger vehicles or equipment that may be far more elaborate.
- B) Vehicles typically are either purchased by public bid or by piggybacking on a State Bid based on a specification tailored to the specific needs of that department.

C) Vehicles typically are either purchased by public bid or by piggybacking on a State Bid based on a specification tailored to the specific needs of that department.

Plate Number	Vehicle Number	Make of Vehicle	Year	Current Age/YEARS	Type	Replacement Priority	Mechanics Rating	Department Vehicle Assigned	Current Miles (12/31/11)	*Repair Costs
57 NT	2057	Ford	1996	16	4WD MiniVan	2	10	HIGHWAY DEPT/Maintenance	238,003	\$ 10,568.74
10 NT	4200	Ford	1997	15	Taurus	13	5	Communications	67,629	\$ 1,540.31
6 NT	2606	Ford	1997	15	Ranger	N/A	N/A	CONSERVATION		Out of Service
50 NT	2050	Chevrolet	1998	14	3500 Series Van	3	9	Highway Department	160,500	\$ 6,803.29
8 NT	2208	Chevrolet	1999	13	Pick-up	4	9	Tech Department	73,987	\$ 7,809.07
95 NT	3395	Chevrolet	2000	12	Pick-up	8	7	ASSESSOR	55,861	\$ 3,963.18
52 NT	2452	Chevrolet	2000	11	Pick-up	5	9	Tech Department	69,015	\$ 7,877.49
96 NT	2209	Chevrolet	2001	11	Pick-up	7	7	BUILDING	66,500	\$ 8,570.35
97 NT	2607	Chevrolet	2001	10	Pick-up	9	6	Building	47,955	\$ 1,900.78
53 NT	4271	Chevrolet	2001	10	Impala	16	4	Economic Development	32,843	\$ 1,742.66
9 NT	2109	Chevrolet	2001	10	AWD Van	14	4	PARK & REC	40,262	\$ 2,394.10
2 NT	2002	Chevrolet	2002	10	Pick-up	6	8	ENGINEER	120,250	\$ 8,889.00
7 NT	2407	Chevrolet	2002	9	Pick-up	10	6	HEALTH DEPT	42,794	\$ 2,981.32
1 NT	4201	Jeep	2002	9	SUV	12	5	SELECTMAN	81,338	\$ 6,024.73
5 NT	2205	Chevrolet	2003	9	Pick-up	1	10	BUILDING		TOTALED
51 NT	2411	Chevrolet	2003	8	Pick-up	11	6	HEALTH DEPT	29,403	\$ 3,117.57
4 NT	2204	Chevrolet	2005	8	Pick-up	15	4	BUILDING	42,290	\$ 762.21
3 NT	2503	Ford	2006	6	Pick-up	17	3	PLAN & ZONING/Rob Sibley	36,731	\$ 961.83
113 NT	2413	Ford	2007	4	Pick-up	19	2	Health Department	17,084	\$ 216.69
112 NT	2608	Ford	2007	4	Ranger	18	2	Land Use	31,059	\$ 236.88
93 NT	2008	Ford	2008	3	Escape Hybrid	20	1	Public Works	31,847	\$ 386.73

Mechanical grade 1-10 10 being the worse

*Repair costs are from August 2001 to current.

Jan 23, 2012

VEHICLES

ID #/ Description of Equipment

YEAR ID

DEPARTMENT-CP=Car Pool Assigned To

CAR POOL, PUBLIC BUILDING MAINTAINANCE AND SEWER PLANT

ID #	Description of Equipment	YEAR	ID	Assigned To
57 NT	FORD	1996	1FMDA41X2TZA97182	PUBLIC BUILDING MAINTENANCE
6 NT	FORD	1997	1FTCR11X4VTA24523	CP-FFH SECURITY
10 NT	FORD	1997	1FALP51U1VA321639	CP-DISPATCH
79 NT	CHEVROLET	1998	1GCHK34F9WF025658	SEWER PLANT
8 NT	CHEVROLET	1999	1GCDT14X7XK150613	CP-IT(former Building Vehicle)
37552 CT	FORD	1999		SENIOR CENTER
95 NT	CHEVROLET	2000	1GCDT14WXYK179953	CP-ASSESSOR
52 NT	CHEVROLET	2000	1GCDT14W2YK183737	CP-IT
96 NT	CHEVROLET	2001	1GCDT19W618210899	CP-BUILDING
97 NT	CHEVROLET	2001	1GCDT19W218210723	CP-P & Z
1 NT	JEEP	2002	1J4GW38N52C207106	CP-SELECTMAN
2 NT	CHEVROLET	2002	1GCCT19WX28164264	CP-ENGINEER
7 NT	CHEVROLET	2002	1GCDT19W728133400	CP-HEALTH DEPT
5 NT	CHEVROLET	2003	1GCDT19XX38119341	CP-BUILDING
51 NT	CHEVROLET	2003	1GCDT19X238120435	CP-HEALTH DEPT
4 NT	CHEVROLET	2005	1GCDT196258188096	CP-BUILDING
3 NT	FORD	2006	1FTYR15E26PA13836	CP-CONSERVATION
112NT	FORD	2007	1FTZR45E67PA00353	CP-P & Z
113NT	FORD	2007	1FTZR45E67PA00354	CP-HEALTH DEPT

PARK & REC

ID #	Description of Equipment	YEAR	ID	Assigned To
64 NT	CHEVROLET	2000	1GCDT14W7YK191543	PARK & REC
91 NT	MITSUBISHI	2000	JW6AAC1H5YL004448	PARK & REC
9 NT	CHEVROLET	2001	1GNEL19W61B133112	PARK & REC
99 NT	CHEVROLET	2002	1GCHK24192E136919	PARK & REC
28 NT	FORD	2003	1FDAF57F23EA93746	PARK & REC
104 NT	CHEVY	2003	1GCHK24123E149867	PARK & REC
90 NT	FORD	2004	1FDWFF37P14EB54198	PARK & REC
109NT	Ford	2006	1FDAF57PX6EB71204	PARK & REC
92 NT	FORD	2007	1FDAF57P17EA84650	PARK & REC.
114NT	FORD-F550	2007	1FDAW57P26ED70120	PARK & REC
39 NT	STERLING	2009	3F6EK7669G514362	PARK & REC.
80 NT	Sterling	2009	3F6WK76L69G514361	PARK & REC.
54 NT	FORD	2011	1FD0X5HT0BEB14976	G.V.R.W. PARK & REC.

PUBLIC WORKS

15 NT	AUTOCAR	1990	4V2SABMD9LU505379	DUMP	HIGHWAY DEPT
22 NT	FORD	1995	1FDYK9CLOSVA37871	DUMP	HIGHWAY DEPT
94 NT	FORD	1995	1FDYK9CL9SVA37870	DUMP	HIGHWAY DEPT
17 NT	FORD	1996	1FDYK90L4TV16927	DUMP	HIGHWAY DEPT
20 NT	FORD	1997	1FDYN90P8WV09767	DUMP	HIGHWAY DEPT
21 NT	FORD	1998	1FDYN90PXWVA38235	DUMP	HIGHWAY DEPT
50 NT	CHEVY	1998	1GCHG39F8W1030700	VAN	HIGHWAY DEPT
77 NT	GMC	1999	1GDM7H1C9XJ510643	AERIL-LIFT	HIGHWAY DEPT
23 NT	WESTERN STAR	2000	2WLLADXF21K967556	DUMP	HIGHWAY DEPT
44 NT	FORD	2000	1FTSF31F3YEB63607	PICK - UP	HIGHWAY DEPT
63 NT	STERLING	2000	2FZHEM7YAB01941	DUMP	HIGHWAY DEPT
98 NT	WESTERN STAR	2001	2WLLADXF31K971180	DUMP	HIGHWAY DEPT
34 NT	CHEVY	2001	1GCHK24171E285277	PICK UP	HIGHWAY DEPT
49 NT	CHEVY	2001	1GBHK24141E287945	PICK - UP	HIGHWAY DEPT
53 NT	CHEVROLET	2001	1G1ND52J716278561	CHEVY M	HIGHWAY DEPT
48 NT	CHEVY	2002	1GCHK24102E148926	PICK - UP	HIGHWAY DEPT
65 NT	CHEVY	2002	1GCHK24152E155676	PICK - UP	HIGHWAY DEPT
11 NT	MACK	2003	1M2P266C43M066928	DUMP	HIGHWAY DEPT
19 NT	MACK	2003	1M2P266C43M066929	10 WHEEL DUMP	HIGHWAY DEPT
24 NT	MACK	2003	1M2P266C43M064306	A.W.D.	HIGHWAY DEPT
29 NT	FORD	2003	1FDAF57FX3EA49249	17500 G.V.W.R.	HIGHWAY DEPT
45 NT	CHEVY	2003	1GCHK24183E148237	PICK - UP	HIGHWAY DEPT
12 NT	MACK	2004	1M2AG08C34M001068	DUMP	HIGHWAY DEPT
16 NT	MACK	2004	1M2AG11C44M012015	10 WHEEL DUMP	HIGHWAY DEPT
47 NT	FORD	2004	1FDAF57P34EA83737	SM-DUMP	HIGHWAY DEPT
102 NT	MACK	2004	1M2P267CX41M067341	10 WHEEL DUMP	HIGHWAY DEPT
13 NT	MACK	2005	1M2AG08C55M001266	DUMP	HIGHWAY DEPT
14 NT	MACK	2005	1M2AG11C95M027045	10 WHEEL DUMP	HIGHWAY DEPT
41 NT	FORD	2005	1FTWF31P75EA60079	PICK - UP	HIGHWAY DEPT
42 NT	FORD	2005	1FTWF31P35EA60080	PICK - UP	HIGHWAY DEPT
46 NT	FORD	2005	1FDWFF37P95EA57364	PICK - UP	HIGHWAY DEPT
103 NT	Chrysler	2005	2C4GP64L65R268480	Van	HIGHWAY DEPT
31 NT	FORD	2006	1FDAF57P36EB04007	17950-G.V.W.R	HIGHWAY DEPT
43 NT	FORD	2006	1FDWFF37P86EB79389	SM-DUMP	HIGHWAY DEPT
30 NT	Chevy	2008	1GDE5C3968F406808	19500 G.V.W.R.	HIGHWAY DEPT
93 NT	FORD	2008		Escape	HIGHWAY DEPT
18 NT	Volvo	2009	4V5KC9EH29N285920	10 Wheel DUMP	HIGHWAY DEPT
26 NT	Volvo	2009	4V5KC9EH69N285919	10 Wheel DUMP	HIGHWAY DEPT
27 NT	Volvo	2009	4V5K39EG29N273094	DUMP	HIGHWAY DEPT

Joe Tani
Dave Bratz

Fred Hurley

G.V.W.R. HIGHWAY DEPT