



OFFICE OF PROJECT EXCELLENCE

Office of Project Excellence (OPE) Steering Committee Meeting

MINUTES

August 19, 2015

11:00 A.M.

Caucus Room

3rd Floor, City hall

Call to Order: The meeting was called to order at 11:09AM

Member present: Mayor Mark Boughton, Frank Gentile, Les Pinter, Sharon Calitro, Virginia Werner, Antonio Iadarola, Wayne Shepperd & Stephen Nocera.

Minutes

A motion for approval of the minutes was made by Sharon Calitro and seconded by Les Pinter. The minutes of the previous meeting held on July 15, 2015 were approved unanimously.

Updates on Existing Projects

- Voice over Internet Protocol (VoIP)
 - The City has engaged ITI Consulting to oversee this project and is in negotiations with ITI and Frontier Communications the selected telephone vendor. The time frame for completion on this project is slated for late November 2015.
- Outsource Information Technology
 - A staff committee has interviewed 8 finalist and narrowed that list down to 4 vendors. Those vendors will be coming back to provide a best and final offer.
- Communications Policy
 - This project is in the concept phase though a number of regional partners have presented themselves. An initial meeting has been set to gauge interest.
- New City Website
 - A group of staff met with the CEO of Qscend Technologies, the City's current website vendor. Several examples of how a new website could look and feel were demonstrated to the group and the Director of IT is expecting pricing options in the near future. The new website would have enhanced responsiveness, be much more interactive and include an updated Danbury Direct app.
- Addition of a new wing at Danbury High School
 - This project is in the design phase with the board of awards having short listed 2 Architectural firms.
- Construction of a Training Facility for the Fire Department
 - The construction contract for this project has been awarded and a ground breaking has been scheduled for 8/27/15.

- Establishing stability with new hires
 - This project is ongoing as Human Resources seeks to implement new software to track applications and create new cost effective training programs.
- Creation of a City Dog Park
 - This project is in design, and has overcome a number of challenges due to its location near to the airport as well as the presence of some wetlands. The project is going before the wetlands commission this week and then will move to the planning commission.
- Quick Hits program
 - This project consists of 12 different ‘mini’ projects that are designed to be completed with the first year of the creation of the Office of Project Excellence. To-date half are completed with an additional 25% expected to be completed by late Fall of 2015.
- Statue Tribute to Hatting Industry
 - This project is awaiting a decision on a state grant application. If approved the statue can begin immediately, otherwise there is a fundraising plan that can be enacted.
- Camp Thunderbird
 - This project to remove several dilapidated structures and create a place for passive recreation has been completed.
- Spray Park at Lake Kenosia
 - This project has received all approvals necessary and has begun with erosion control measures. Due the projects proximity to a source of drinking water there are heavy restrictions on any construction.
- Purchase of streetlights and installation of downtown Wi-Fi.
 - A meeting with ESCO was held and the projects initial steps were discussed. The next step in the process is to have the legal department review the documents.
- Basketball Parks
 - Ongoing as maintenance. An inventory of sites should be created as a separate project.
- Library website
 - Tabled
- 311 Contract with IXP
 - This items has been executed as a change order to the original Dispatch out sourcing project. IXP has handled nearly 625 call in the month of July and has a 1:1 close out ratio.
- Teen room space
 - Item tabled
- Library Services included in IT outsourcing
 - This project has been included in the aforementioned project
- Octagon House Rehabilitation
 - The City is currently negotiating with the bank holding the mortgage on the property.

Review New Project Requests, discuss and vote

- Review of Bid thresholds
 - Item tabled

Adjournment

- A motion to adjourn was made by Mayor Boughton and seconded by Les Pinter. The motion was approved unanimously. The meeting ended at 11:47PM.