



## OFFICE OF PROJECT EXCELLENCE

Office of Project Excellence (OPE) Steering Committee Meeting

MINUTES

September 23, 2015

11:00 A.M.

Caucus Room

3<sup>rd</sup> Floor, City hall

*Call to Order:* The meeting was called to order at 11:04AM

Members present: Mayor Mark Boughton, Frank Gentile, Les Pinter, Virginia Werner, Antonio Iadarola, David St. Hilaire & Stephen Nocera.

*Presentation by American Solar Alternative Power*

Thomas Gregory gave a presentation on behalf of the Danbury Board of Education regarding a solar project that would involve three Danbury schools. There was some question regarding the electrical generation rate that was purposed. More detail is needed before further action.

*Minutes*

A motion for approval of the minutes was made by Antonio Iadarola and seconded by Mayor Boughton. The minutes of the previous meeting held on August 19, 2015 were approved as amended unanimously.

*Updates on Existing Projects*

- Voice over Internet Protocol (VoIP)
  - The City is reviewing buy versus lease options for both the City and Board of Education. Once this decision is made contract between Frontier and the City will be drafted.
- Outsource Information Technology
  - The Director of IT has narrowed the field down to 3 finalists with final interviews being scheduled.
- Communications Policy
  - This project has growing interest from a few neighboring communities. The next step will be to put together a concept of what an informational website could look like.
- New City Website
  - In order to keep the website current the committee suggested that the scope of this project be changed to include a way to incorporate the posting of departmental monthly updates to the council. The quote will have to be adjusted and then this project will be submitted as capital request for the upcoming budget cycle.
- Addition of a new wing at Danbury High School

- This project is in the procurement phase with the board of awards having short listed 2 Architectural firms and seeking a construction manager.
- Construction of a Training Facility for the Fire Department
  - The construction is underway on this project and the prefabricated building will be delivered to the site the week of September 28<sup>th</sup>.
- 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 has received wetlands approval.
- 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.
- Spray Park at Lake Kenosia
  - The project footprint was slightly adjusted. However the piping and slab preparations have been completed with the slab floor being poured into place the week of 9/28. This project should be completed by the end of October.
- Purchase of streetlights and installation of downtown Wi-Fi.
  - The project has been referred to the board of awards.
- Basketball Parks
  - Ongoing as maintenance. This project will be removed as it is more of a maintenance item.
- 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 remains tabled; more research being conducted.

*Adjournment*

- A motion to adjourn was made by Virginia Werner and seconded by David St. Hilaire. The motion was approved unanimously. The meeting ended at 12:08PM.