

Municipal Building Committee

Meeting Minutes

February 15, 2017

Meeting called to order at 6:00 P.M.

Present: Dennis Donovan, Peter Neff-Chairman, Joe Defilippo, Dave Townsend, John Giannotti and Miner Vincent

Also Present: Anthony Miconi- BB&J Construction, Robert Potter-Park & Recreation Director, Frank Rossi-Board of Education IT, and Chuck Venter-Town IT

Approval of minutes- August 17 2016: Townsend made a motion, seconded by Giannotti to approve the August 17, 2017 minutes as presented. The motion carried unanimously.

Approval of minutes- January 18, 2017: Donovan made a motion, seconded by Defilippo to approve the January 18, 2017 minutes as presented. The motion carried unanimously.

Steap Grant Update- (Peter's Complex):

New contract was sent to the State. OPM approved the change for the concession and public bathroom facilities renovation and the upgrade of existing bleachers located at the Peter's Complex football field to address ADA compliance.

- RFP for design services
- Diversified Technology Consultants (DTC) was asked by Neff for a proposal for engineering for design services to meet stipulations of grant. (because we did bid out our Town engineering design services on Pleasant Valley Bridge we do not have to do a design services bid for Peter's Complex Steap Grant)

Bulkhead:

Neff requested final invoices from Wade Thomas-Nathan Jacobson Associates and Dave Provencher of Coastline Construction. Neff requested DTC to look at the project. Neff will keep the Committee updated.

Phone System Upgrade:

Neff provided a letter from First Selectman, Bruce N. Farmer requesting the Committee take on the assignment of working through a process of finding an implementing a new phone system for the Town of Clinton. This would include, Town Hall, Annex, Park and Recreation, Public Works Department, Police Department and hopefully at a later date to include the Clinton Volunteer Fire Department as a private entity which may agree to tie into the new system.

Venter provided handouts and discussed the current equipment by each location, analysis done for the Fire Department and Fire Department phone system upgrade. Attached is a copy of the handout for the current equipment at Town Hall (includes Annex, Park & Recreation, and Public Works Department), Police Department and Fire Department. Venter suggested the Police Department be the priority for upgrading because their phone system is the most out of date system.

Rossi provided quotes from Valley Communications Systems which is The Morgan Schools current phone system. He discussed current systems capabilities.

The Committee agreed a Sub-Committee should be formed to concentrate on the Town phone system upgrade.

The primary objective and some key points for the Sub-Committee:

- Phase in ability
- Can we lease purchase
- Quotes from other vendors (already have Valley Communications Systems quote)
- Potential savings (Should we replace the system and partner with the schools)

A motion was made by Donovan, seconded by Giannotti to set up a sub-committee with Venter, Rossi, and Neff for the Town Phone Systems Project. The motion was carried unanimously.

Old Business: None.

New Business: None.

Giannotti made a motion, seconded by Defilippo and unanimously adjourned the meeting at 6:57 P.M.

Respectfully Submitted,

Donna Aleman

Current Equipment by location:

1. Town Hall – 54 East Main St.

- Hosts regular 'digital' Intertel (non-VOIP) Phones at town hall
- VOIP (Intertel/Mitel branded not fully SIP compatible) phones for the Town Hall Annex (11), DPW (3) and Park & Recreation (IRRC) (4)

The full Intertel System has:

- About 50 Voicemail Boxes (departments as well as individuals)
- About 88 Extensions/Phones (1 Receptionist style with sidecar, 8 fax/fire lines, 4 simple wall phones the rest are office phones)
- 33 External Connection on a PRI

2. The Police Department – 170 East Main St. has their own (out of date) Digital/Analog phone system Based upon a quick count they have:

- About 40 Voicemail boxes
- About 39 extensions/Phones (1 Receptionist style with sidecar, 4 fax/fire lines, 5 simple wall phones the rest are office phones)
- 30 External Connections (based upon the bill for 170 East Main)
- Special Concerns:
 - i. Interface with 911 system
 - ii. Must be up 24/7 100% (Building has large UPS and Generator so power is not an issue)

3. The Fire Department – 35 East Main St has an Internet based ('In the cloud') VOIP phone system that is just being completed.

- About 40 Voicemail boxes but only a few at the same time
- About 42 Extensions/Phones (1 Receptionist style with sidecar, 3 Fax/Fire lines, 6 simple wall phones the rest are office phones)
- Virtually unlimited External Connections (at least 2 per phone) (Only needed 5 to 10)