

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
www.trumbull-ct.gov

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



RULES & RESEARCH COMMITTEE
MINUTES
NOVEMBER 3, 2022

CALL

TO ORDER: The Chair called the meeting to order at 7:01 p.m. All present joined in the Pledge of Allegiance.

ROLL CALL:

The clerk called the roll and recorded it as follows:

PRESENT: Joy Colon, Chairman, Nicole Satin, Vice Chairman, Kevin Shively, Mike Buswell, Alissa Hall, Alternate, Chris DeCruze, Alternate

ABSENT: Kelly Mallozzi, Dede Robinson

ALSO

PRESENT: Chief Administrative Officer Cynthia Katske, Town Attorney Daniel Schopick, Town Council member Tony Scinto, Finance Director Maria Pires, Building Official Robert Dunn, BOE Director of Operations Dave Cote

-
1. RESOLUTION TC29-84: Moved by Satin, seconded by Shively
BE IT RESOLVED, That \$56,584 is hereby appropriated from the Fund Balance to 01023200-522204 Building Department-Services & Fees Contractual \$37,474 and 01023200-522202 Building Department Professional Services \$19,110.

Mr. Dunn was present and explained the following:

- The department currently uses Energov for permits. Five years ago Energov offered a version with online permitting, but Energov never got it going.
- The town moved to the Veoci program, they were already using it for emergency management and the resident service request on the website. Veoci proposed writing a program for building permits. Veoci put the town on the backburner because they had gotten so busy, especially with COVID, they just could not keep up. There are many issues with Veoci.

- The monthly permit reports could no longer be posted online. Every time Veoci did an update it would throw off the values for permits already done. There was a point at the end of the summer where the department could not make a deposit because they couldn't reconcile their files with Veoci's.
- The department found OpenGov, a program successfully used by 30% of the municipalities in CT. Stratford has been using it for about eight years. OpenGov streamlines the process, residents do not have to physically go to each department for sign offs, it is all done online. It's a benefit to the department and the residents in that the inspector can go out to do an inspection, select the "passed inspection" on the iPad, and the resident would automatically be notified.
- One of the biggest features to the program is when a permit is taken out and they pass inspection OpenGov will import the data to the assessor's database and the people would start paying taxes immediately.
- This resolution was approved by the BOF.
- It was confirmed the \$19,000 is a one-time cost and the \$37,000 is a reoccurring cost. This had not been part of past budgets. Veoci was one part of a complete software package. The IT Director was going to look into any cost savings and/or obligations that they could hold Veoci accountable for.
- One of the BOF members and he town purchasing agent is looking at the OpenGov contract.
- It is difficult to say how much time will be saved, currently everything is done manually. Mr. Dunn will check with Mr. Chin and will report back to the Council if any cost savings are realized with OpenGov. The Chair noted this can be done after the full council meeting.

2. RESOLUTION TC29-85: Moved by Buswell, seconded by Hall
 BE IT RESOLVED, That the Middlebrook Elementary School HVAC Improvements Building Committee is hereby established to plan and oversee the HVAC improvement project and related improvements; and BE IT FURTHER RESOLVED, That the membership of the Middlebrook Elementary School HVAC Improvements Building Committee shall include two (2) Town Council members, provided that such members shall not be from the same political party, two (2) Board of Education members, provided that such members shall not be from the same political party, and one (1) resident of the Town of Trumbull.

- Mr. Cote explained the creation of a building committee is a necessary step to manage the project and to apply for a state grant.
- The governor signed a new grant program specifically for HVAC improvements. It is a competitive grant. This year they focused on Middlebrook. The grant application deadline is December 1. This resolution is essential for them to move forward in filing the grant application. Certified resolutions are required as part of the application, emergency legislation would be helpful.

- It was explained the BOE is looking at the facilities' needs of the whole school system, one of the considerations is the demolition of a school, adding another school to the resolution would be premature.
- Attorney Schopick suggested emergency legislation for this resolution and the other three related resolutions.
- One of the requirements of the grant is to show the need, they recently undertook a master plan of the facilities and an evaluation/assessment of the mechanical systems in all eleven schools. They can definitely demonstrate Middlebrook has a need based on air quality, the new windows decreased the air flow.

VOTE: Motion CARRIED unanimously.

Chairman Gaudiano explained there was decision that the town council members and BOE members subject of the building committee appointments would not need to attend the committee or the full town council meeting.

3. RESOLUTION TC29-86: Moved by Shively, seconded by Satin
BE IT RESOLVED, That Kelly Mallozzi, a member of the Town Council, be and the same is hereby appointed as a member of the Middlebrook Elementary School HVAC Improvements Building Committee and is hereby further appointed as chair of said committee.
VOTE: Motion CARRIED unanimously.
4. RESOLUTION TC29-87: Moved by DeCruze, seconded by Satin
BE IT RESOLVED, That Christopher DeCruze, a member of the Town Council, be and the same is hereby appointed as a member of the Middlebrook Elementary School HVAC Improvements Building Committee.
VOTE: Motion CARRIED unanimously.
5. RESOLUTION TC29-88: Moved by Hall, seconded by Shively
BE IT RESOLVED, That Lisa Nuland, a member of the Board of Education, be and the same is hereby appointed as a member of the Middlebrook Elementary School HVAC Improvements Building Committee.
VOTE: Motion CARRIED unanimously.
6. RESOLUTION TC29-89: Moved by Buswell, seconded by Shively
BE IT RESOLVED, That Alison Squicciarro, a member of the Board of Education, be and the same is hereby appointed as a member of the Middlebrook Elementary School HVAC Improvements Building Committee.
VOTE: Motion CARRIED unanimously.
7. RESOLUTION TC29-90: Moved by Shively, seconded by Hall
BE IT RESOLVED, That Michael Ward, be and the same is hereby appointed as a member of the Middlebrook Elementary School HVAC Improvements Building Committee.

Mr. Ward was present and indicated Middlebrook was a good selection, it is one of the oldest buildings in town, and the second floor is particularly in need, it is very warm there, the windows were replaced, but it cut off a lot of the air circulation.

VOTE: Motion CARRIED unanimously.

8. RESOLUTION TC29-91: Moved by Satin, seconded by Shively
BE IT RESOLVED, That the Middlebrook Elementary School HVAC Improvements Building Committee is hereby authorized the charge of the HVAC Improvement Project at the Middlebrook Elementary School.
VOTE: Motion CARRIED unanimously.

9. RESOLUTION TC29-92: Moved by Shively, seconded by Hall
BE IT RESOLVED, That the Trumbull Board of Education is hereby authorized to apply to the Commissioner of Administrative Services and to accept or reject a grant for the HVAC Improvement Project at Middlebrook Elementary School.
VOTE: Motion CARRIED unanimously.

10. RESOLUTION TC29-93: Moved by Hall, seconded by Shively
BE IT RESOLVED, That the preparation of plans and specifications is hereby authorized for the HVAC Improvement Project at Middlebrook Elementary School.
VOTE: Motion CARRIED unanimously.

ADJOURNMENT: There being no further business to discuss and upon motion made by Shively, seconded by Hall the Rules & Research Committee adjourned at 7:26 by unanimous consent.

Respectfully Submitted,

Margaret D. Mastroni
Margaret D. Mastroni, Clerk