

**PUBLIC WORKS & FACILITIES COMMISSION
REGULAR MEETING
WEDNESDAY OCTOBER 8, 2014
TIME: 7:00 P.M.
MUNICIPAL BUILDING
ROOM 208
MIDDLETOWN CONNECTICUT**

AMENDED

Members Present: Chair Carl R. Chisem
Councilman James B. Streeto
Councilman Thomas Serra
Councilwoman Sandra Russo-Driska

Absent: Councilman David Bauer

Staff Present: William J. Russo, Public Works Director
Tina Gomes, Chief Management Analyst
Guy Russo, Director of Water & Sewer

Others: Jesse Matterazzo, Car Show on the River
Tim Kohs, Director of Athletics – Mercy High School
Frank Marchese, Youth Soccer
Thomas E. Sobocinski, Grant Writer

Chair Chisem opened the Public Works and Facilities Commission Meeting at 7:00 p.m. He requested a motion to approve the minutes dated September 10, 2014. Minutes were seconded and approved unanimously.

PUBLIC COMMENT

Jesse Matterazzo indicated that last years' car show had a great turn out. He stated that the only difference between this year and last year is the show dates. They will be consolidated to every second Sunday afternoon from June to September with no rain dates to prevent complications. He worked in conjunction with Dan from the Canoe Club so that there were no issues with parking and hopes to reinstate the same for next year.

Director Russo stated that there was a police officer hired by Jesse for the event. Other than the officer, there will be no charges to the city. Jesse stated that it cost him \$1,200.00 to hire the police officer, which he felt was not necessary. The commission told him that it is required by Public Safety to have an officer patrolling at special events so that the city is not held responsible for anything that may happen.

Director Russo stated that David Godwin in the Police Department will work with Jesse for this event. Jesse agreed to speak with David to see what can be done to help minimize the cost of hiring a cop since the event is for donations to the Connecticut Children's Medical Center.

Chair Chisem moved approval for the event. Motion was seconded and approved unanimously.

CORRESPONDENCE

None.

NEW BUSINESS

- a. Mercy High School Soccer Proposal / Long Hill Road – Director Russo introduced the Director of Athletics for Mercy High School, Tim Kohs, and Frank Marchese with Youth Soccer.

Tim Kohs stated that this is his fourth year as the Director of Athletics and that he's spoken with Sister Mary about exploring options for outdoor athletic fields. After looking at the over comprehensive site plans that were originally given from building the gym, Tim realized that the second field along with the softball field would be taken away if a turf field was put in place.

There was an opportunity to purchase the Middlesex Swim Club next to Vinal Technical High School, which did not work out since the entity is no longer for sale and is already up and running. After exploring further options for a synthetic turf field and a track, Tim started working with the city looking at the possibilities of the Long Hill Road site.

Mercy is ideally looking for a long term lease from the City of Middletown, with a working relationship with youth soccer. He's had an architect do an overlay of the site to see if the track and turf field would fit in place. He has not yet looked into the permitting process as of yet, considering his primary concern with the lease.

Commissioner Russo-Driska asked Frank Marchese if he has spoken with Tim Kohs regarding the Long Hill Road site. She stated that the site was originally intended for the use with youth soccer. Frank stated that they met last fall and discussed the sharing of the field. Based on their discussion, Frank does not mind youth soccer not having first rights to the field.

Commissioner Russo-Driska asked if Tim Kohs is held accountable for paying for the installation of the turf and the track. Tim mentioned that he has looked into many options. Mercy is currently undergoing a capital campaign for a cafeteria expansion which they are short funded for. He stated that they are about 5-8 years away from doing another capital campaign. In a year or so he would like to start looking at the cost factors and feasibility. He wishes to partner with the city to complete the field renovations. He stated that he'd like exclusive rights to the area when needed which includes after school and Saturdays until 1:00 P.M. Youth soccer can then use the field from 1:00 P.M. on Saturdays and then Sundays all day. The city will then help to maintain with maintenance and garbage removal.

Councilman Serra stated that Tim should make up a tentative list that shows how much money Mercy High is willing to spend on the field renovations. Tim stated that he wasn't willing to spend \$25,000.00-\$50,000.00 on a set of plans if he is unsure that the city will agree to the renovations. He is mainly looking for an agreement that gives the option to build that allows 2-3 years to do the exploring of the project.

Director Russo stated that he can speak with Brigg Smith, General Council, regarding the short term lease to explore options. The commission agreed to speak further regarding the Long Hill Road site after Brigg Smith's input.

- b. Thomas E. Sobocinski Presentation – CT Grant Writer – Director Russo stated that there is money available after speaking with Tina Gomes, Chief Management Analyst. He believes it may be something that other departments may benefit from as well.

Tom stated that he has been writing grants for 20 years and has raised more than 54 million dollars. He has a bachelor's degree in sociology and a master's degree in corporate and political communication. He is also a professor at Fairfield University where he teaches grants and proposal writing. He was also recently approved to teach a master's degree program in the spring. Tom has experience with mostly workforce development, private/family foundations, healthcare, veterans & support services for veterans. He has also collaborated with the City of Bridgeport and the City of Stratford to raise funds for projects that they were working on.

Tom indicated that he cannot start the grant project until the evaluation with Millone & MacBroom is completed. He can then determine how much money is involved and how much money is needed to be raised. Tom plans to work off of the concept plans and the budget. It will then be up to the commission to prioritize to see what is needed first. It will take a period of time to complete, given the schedule and deadlines.

Tom mentioned a few different programs and ways to raise money depending on the project needing the money. He stated that he has completed a veteran's grant for the Department of Labor to ensure that he has worked in similar surroundings to obtain grants.

Tina Gomes asked Tom how many hours he has put into working with the state contract. He stated that the contract was for \$19,550.00 and that it varied on the week. Sometimes there are weeks where he will put nothing into the grant. There are other weeks where he will do training and federal grant work that will equal out to 40-60 hours.

Councilman Serra asked Tom if he can put something into writing to present to the commission to better make a decision. Tom stated that it is reasonable, and that he charges \$75.00 per hour which is what he previously charged the state.

Chair Chisem made a motion for further consideration of Tom Sobocinski's grant writing proposal. Motion was seconded by Commissioner Russo-Driska and approved unanimously.

- c. Discussion of Shared Services for Grounds Maintenance – Guy Russo, Director of Water & Sewer, stated that with the direction of the WPCA there was a request for a new lawn mower that will improve efficiency. He requested that the Parks Division should mow the grounds for the Water / Sewer Department as a money saving alternative instead of buying new mowers. Director Russo strongly disagrees with having Parks Department perform extra work with the amount of staff currently employed.

One of the councilmen requested that an inventory should be conducted. There is a lot that would need to be done before any ideas for shared services can be entertained. Guy Russo stated that much of the mowing that is conducted is "large mowing" at the remote water production locations. He believes that his employees are conducting their work properly and efficiently.

- d. MAT Transit Deeded Property Conveyance – Chair Chisem moved approval for the MAT Transit deeded property conveyance. Motion was seconded by Commissioner Russo-Driska and approved unanimously.

OLD BUSINESS

- e. September 2014 Overtime Report – Director Russo mentioned the milling on Court Street, Dingwall Drive, and Westlake Drive that will be conducted. There will be no water work.
- f. September 2014 Building Permits – The commission reviewed their building permit reports.

OTHER

- a. September 2014 Monthly Report – Highway Division – The commission reviewed their monthly reports.
- b. September 2014 Weekly Reports – Parks Division – The commission reviewed their weekly reports.