Capital Planning Commission
Regular Meeting
Minutes

Date: July 25, 2018

1. Call to Order

The regular meeting of the Capital Planning Commission was called to order on July 25, 2018.

2. Pledge of Allegiance

The Pledge of Allegiance was recited.

3. Roll Call

Members and officials present Mr. Sampson, Mr. Butler, Ms. Szewczyk, Mr. McLiverty, the City Treasurer, and Mr. Coppola, Finance Director. Ms. DeGennaro was also referred to as participating in motions during the meeting. Mr. Gildea was referred to during roll call; however, the transcript did not clearly indicate his response.

4. Approval of Agenda

The Chair asked whether there were any additions or deletions to the agenda. Hearing none, a motion was made by Ms. DeGennaro to approve the agenda as posted. The motion was seconded by Mr. Sampson. There being no discussion, the motion carried unanimously.

5. Public Portion

The Chair opened the public portion and advised that department representatives presenting requests would be asked to speak when their department item was reached. General public comments were invited. A motion was made by Ms. DeGennaro to close the public portion. The motion was seconded by Mr. Sampson. There being no discussion, the motion carried unanimously.

6. **Review of the 2018–2019 Capital Plan**

The Commission discussed the process for reviewing departmental capital requests. The Chair stated that the purpose of the meeting was to allow each department to present its requests, explain priorities and needs, and provide information for the Commission's later review and rating process.

Town and City Clerk

The Town and City Clerk's request was presented in the Clerk's absence. The request concerned preservation, maintenance, and access to the permanent records of the City of Derby, including shelving, scanning, and microfilming needs. The Commission noted the ongoing importance of protecting permanent municipal records.

Storm Ambulance and Rescue Truck Request

Storm Ambulance presented a request to replace its 1995 E-1 rescue truck, which was described as approximately twenty-three years old and used for several hundred calls annually. The vehicle supports technical rescue services, including confined space rescue support for Public Works, the sewer treatment plant, and Griffin Hospital. Representatives explained that the existing truck has significant age-related issues, including electrical, computer, generator, cabinet, and parts availability concerns, and that newer vehicle technology requires greater generator capacity.

Members discussed the anticipated cost, vehicle specifications, life expectancy, delivery timeline, and payment timing. It was noted that specification and build-out could take approximately two years and that the first payment or down payment may not be required until a later fiscal year. The Commission indicated that this timing should be considered when placing the request within the capital plan.

Fire Marshal Vehicle Request

The Fire Marshal requested a 2019 Silverado Crew Cab LS to replace an existing vehicle. The request included discussion of vehicle cost, trade-in value, lease options, and the need to carry gear and evidence outside of the passenger compartment. Members asked for supporting documentation regarding health and safety concerns related to transporting firefighting gear inside passenger areas. The Fire Marshal agreed to follow up with available documentation, including information from state or fire service sources.

Fire Department Requests

The Fire Department presented several requests, including turnout gear replacement, a firefighter accountability system, and radio system upgrades. The Department explained that turnout gear must be replaced on a regular cycle and that the Department had obtained improved pricing through a regional bid. The updated cost for fifty-eight sets of gear was reported as approximately $169,601.59.

The Commission discussed whether turnout gear should remain in the capital plan or be treated as an annual capital item. Members discussed establishing a recurring placeholder of approximately $30,000 per year in subsequent years to support an ongoing replacement schedule of approximately ten to twelve sets per year.

The Department also requested replacement of its firefighter accountability system, described as an older system used to track firefighters on scene and alert command personnel if a firefighter remains motionless. The Department noted that base units and individual devices are aging and becoming difficult to repair. The Department further stated that it had applied for a Fire Act grant for the system and intended to apply again.

The Department presented a radio system upgrade request, explaining that existing infrastructure and portable/mobile radios date to approximately 1999–2000 and are no longer fully supported by Motorola. The discussion identified infrastructure costs of approximately $184,462 and mobile/portable radio costs of approximately $478,874.50, for a total of approximately $663,000. Members discussed the accuracy of the figures, lease

options, the number of radios required, and the need to replace both infrastructure and equipment.

Public Works Requests

Public Works presented requests for a pickup truck with plow, two mason body dump trucks with plows and sanders, and one large dump truck with plow and sander. A vehicle inventory and mileage list was distributed. Public Works stated that the requested replacements involved some of the oldest and least reliable vehicles in the fleet and that certain vehicles raised safety concerns.

Members reviewed which specific vehicles would be replaced, including older large dump trucks, two 1999 mason body trucks, and a pickup truck. The Commission also discussed trade-in strategy, lead times, possible lease structures, and replacement planning intended to avoid keeping vehicles in service for excessive periods.

Derby Public Library Requests

The Derby Public Library presented requests related to waterproofing, roof and seam repairs, carpeting, subflooring, and computer replacement. Library representatives explained that prior waterproofing work and grant funding had allowed progress on building repairs, but additional work remained necessary before flooring replacement could proceed safely. The meeting room subflooring was described as a priority due to nails and flooring issues affecting public programs.

The Commission reviewed the timing and amounts for flooring and carpeting across different levels of the library and discussed the relationship between roof repairs and interior flooring work. Members also discussed whether the Board of Education could assist the library with surplus or rotating laptops to reduce or eliminate computer hardware costs. Library representatives were encouraged to coordinate with the Superintendent regarding that possibility.

All right, just for the commission, the $45,000 that she's asking for the subflooring, we've allocated that, Junior, if you might recall, every year for the last three or four years. They never spend it, so it drops down. It was in last year's capital that they did it. Do you think they'll do it in 2018-2019?

Board of Education Requests

The Board of Education presented capital requests totaling approximately $158,000, including cafeteria table replacement at Bradley School and Derby High School, asbestos abatement at multiple school locations, and ceiling tile replacement at Derby High School and Bradley School. Representatives stated that asbestos abatement remained a high priority and explained that prior asbestos funding had supported work connected with grant-funded window replacement projects.

Members discussed the scope of asbestos work, noting that asbestos generally requires abatement when disturbed and that the requested funding would support ongoing work in areas where repairs or projects trigger removal requirements. The Board of Education also

reported that several previously identified capital needs had been addressed through grants, reducing the need for city funding for certain items.

Derby Police Department Requests

The Derby Police Department presented requests related to police vehicles, radar signs, computer server replacement, and an e-ticket system. The Chief stated that the e-ticket system and computer server replacement requests could be removed at that time due to grant opportunities and current system stability. The remaining primary requests were for two police vehicles and radar messaging signs.

OK, well, at least I can give you some good news. I want to pull the e-ticket system off as a request. I'd like to pull the computer server replacement off as a request. and then remaining with two other requests. One is our radar signs. It's a radar messaging sign. I believe this is the third year we've pushed this out. It replaces our radar message trailer, which is no longer functioning. So if you ever want to have those little signs that flash and say your speed limit is this mile, this is a sign that will mount in various locations throughout county. It can be rotated around our trouble spots. That one's kind of simple, but where we really need our money is the two police vehicles. We've been doing a police vehicle rotation since at least the mid-90s, two vehicles every year. It's brought our fleet into the position so we're not in disrepair like everyone else in the city. So, I don't mean that. I don't mean that as a dig. I mean that we have to jump on this and we have to start replacing all these vehicles. What I found out very recently is that Ford is getting out of the car making business. They are no longer making police interceptors. They are shutting down their factory for 18 months and retooling. We have about one month to buy police cars. They are telling us now there will not be police cars available next year for purchase by anyone. So we're at a position right now where we're trying to replace two sedans to get them in service ASAP before the factories shut down. And after that, we don't know what we're going to do. We don't know if we're going to remain with Ford. They're talking about going to a hybrid type police vehicle. I don't know how that's going to play out. Or going to Dodge or Chevy, et cetera. So that's something we have to work down the road. But like I said, our Alamo is two police vehicles. They've been replaced every year since the 90s and that's kind of what we're requesting as our Alamo.

The next meeting was scheduled for Tuesday, August 7, 2018, at 7:00 p.m. Staff was asked to provide updated information regarding LOSIP eligibility and possible financing or leasing options before the meeting.

7. Adjournment

There being no further business, a motion to adjourn was made by Ms. Szewczyk and seconded by Ms. DeGennaro. The motion carried unanimously.

The meeting adjourned at approximately 8:16 p.m.

Respectfully submitted,
Jennifer Desroches