Capital Planning Commission
Special Meeting Minutes
March 23, 2026

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1. **The Special Meeting of the Capital Planning Commission** was called to order at 5:30 p.m.

2. **The Pledge of Allegiance was recited.**

3. **Roll Call was conducted.**

Members present included Mayor Joseph DiMartino, Mr. Kurtyka, Ms. Sarah Widomski, and Ms. Colleen Ezzo. The record reflected that four members were present. The meeting was identified as a special meeting due to the change in meeting time to 5:30 p.m., and it was noted that the meeting had been duly posted.

4. **Additions, Deletions, and Adoption of the Agenda**

No additions were made to the agenda. It was noted that, because this was a special meeting, no additional items could be added to the agenda.

5. **Public Portion**

Marc Garofalo Town Clerk addressed the Commission regarding the capital planning process. He recommended that, for future capital planning consideration, departments submit proposed capital items by an established deadline, such as May 1, after the budget has been adopted. He stated that this would allow the Commission to review available funding and prioritize requests in an orderly and fair manner for inclusion in the five-year capital plan. He further recommended that any additional funds becoming available during the year should be allocated to items previously submitted and prioritized on the capital plan. There being no further public comment, the public portion was closed.

6. **Review, Approval, and Recommendation to the Board of Aldermen/Alderwomen Regarding 2025-2026 LOSIP and Capital Expenditure Line Items**

Brian Hall Finance Director reviewed the proposed 2025-2026 LOSIP and capital expenditure line items recommended by Mayor Joseph DiMartino. Mr. Hall explained that several items had been requested for addition to the capital list and that additional funding had become available, including funding associated with the Senior Center elevator modernization project. He stated that representatives from several departments had been invited to address the Commission regarding their requests and priorities.

Dr. Conway Superintendent of schools provided an update regarding Board of Education capital requests. He reported that the district had explored a more affordable approach to high school HVAC needs through the installation of P-TECH units, similar to units commonly found in hotel rooms. He stated that the initial installations had been successful and that outfitting the high school with these units would cost approximately $90,000, compared with prior estimates of approximately $5 million for a full system

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replacement. Dr. Conway also discussed proposed rooftop units at Bradley School, including one unit for the gymnasium estimated at $65,000 and another for the library, music, and art area estimated at $42,000. He identified the high school sound system replacement, estimated at $35,000, as another priority. He also noted that badge reader system upgrades and window film were LOSIP eligible items for future consideration. It was noted that the P-TECH units cost approximately $800 each, subject to confirmation, and that the initial installations appeared to be working well.

Mr. Hall clarified that certain Board of Education paving projects and referendum-related items were not part of the current discussion. He stated that the Commission's review was limited to items within the regular capital budget or LOSIP budget and funds available for allocation during Fiscal Year 2025-2026.

Gary Parker Police Commissioner addressed the proposed Fire Chief's vehicle. He explained that the vehicle under consideration was a 2025 Chevrolet Tahoe demonstrator vehicle equipped for emergency response use, including storage, incident command functionality, and a sealed compartment for turnout gear. He stated that the vehicle had approximately 5,000 miles and was available from Fleet Auto in West Haven for $80,000, representing a significant reduction from the approximately $96,000 original vehicle and equipment cost.

Brian Hall Finance Director reviewed the Police Department requests, including the recall recorder replacement and new police vehicles. He explained that the recall recorder replacement had been on the capital list and that the Police Department had also presented an opportunity to restart the canine program using approximately $52,000 in grant funds. The grant funds would cover the dog, startup costs, and retrofitting an existing vehicle, with remaining grant funds potentially applied toward a new police cruiser.

Commission members discussed the proposed items and sought clarification regarding prior approvals, eligibility, and the fiscal impact of each item. Concerns were raised regarding the proposed canine program, including future operating costs, staffing, overtime, and whether the program should be considered before the City budget and mill rate were finalized.

Deputy Chief Grogan addressed questions regarding the proposed canine program. He stated that the grant would cover current-year startup costs and that prior canine program costs were generally estimated at approximately $3,000 per year for food and related expenses. He indicated that future costs were expected to be absorbed within the existing budget and that the department was working to develop a program structure that would balance city interests with the need to encourage qualified applicants.

Deputy Chief Grogan also explained the recall recorder replacement request. He stated that the recorder is a state-mandated system that records calls, transmissions, text-to-911 communications, radio traffic, and related metadata. He indicated that the existing system

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was more than 15 years old and beyond its useful life, andthat the replacement cost was estimated at $18,500. It was clarified that the recall recorder replacement was separate from the Next Generation dispatch system.

Following discussion, the items identified for recommendation included: $10,000 for Board of Education hazardous tree removal; $235,000 for Senior Center elevator modernization; $80,000 for the Fire Chief's vehicle; and $18,500 for the police recall recorder replacement.

Commission members also discussed the capital request process. It was suggested that, going forward, department heads present capital requests to the Commission by an annual deadline and provide periodic updates so the Commission can review priorities, ask questions, and prepare recommendations to the Board of Aldermen/Alderwomen in a more structured manner.

Commissioner Gary Parker addressed questions regarding the practice of passing down Fire Department vehicles. He stated that the existing Fire Chief's vehicle remained serviceable and that the proposed purchase would allow the current Chief's vehicle to be passed down to replace a vehicle in poor condition. Concerns were raised regarding whether prior Board of Aldermen/Alderwomen approvals limited the replacement or pass-down of assistant fire chief vehicles. It was recommended that the Town Clerk review prior meeting minutes to confirm the prior approval language.

Motion: Mr. George Kurtyka moved to recommend forwarding to the Board of Aldermen/Alderwomen approval of the following capital expenditures: $10,000 for Board of Education hazardous tree removal; $235,000 for Senior Center elevator modernization; $18,500 for police recall recorder replacement; and $80,000 for the Fire Chief's vehicle, pending review by the Town Clerk regarding prior meeting minutes related to the passing down of Fire Chief vehicles. The motion was seconded by Ms. Colleen Ezzo Following discussion, the motion passed unanimously by a vote of 7-0.

Adjournment: A motion to adjourn was made by Ms. Colleen Ezzo and seconded by Mr. George Kurtyka The motion passed unanimously. The meeting adjourned at 6:19 p.m.

Respectfully Submitted,
Jennifer Desroches

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