

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

December 2, 2009

The meeting was called to order at 5:40 p.m. at the Park Hill Community Room.

### ATTENDANCE

Denise Menard, Chairman

Mark Simmons

Joseph Pellegrini

Kathleen Pippin

Len Norton

Marie DeSousa

John Burnham

Unable to attend: Blaine Simpkins and Al Rodrigue

Also present: Cathy Cabral, Treasurer

### PUBLIC PARTICIPATION – None

#### A. APPROVAL OF SPECIAL MEETING MINUTES

MOTION: To approve the meeting minutes of November 24, 2009

Made by Norton, Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED

### NEW BUSINESS

Planning and development

Ms. Laurie Whitten, Director of Planning and Development came before the Committee.

### **REQUIRED UPDATE OF POCD**

She noted that according to state statute the Town is required to update the Plan of Conservation and Development every ten years. The next update is not due until 2014 but she thought to bring it forward now so it can be part of the plan. The 2004 update was a comprehensive overhaul. Ms. Whitten based the figures on what was charged for the last go round. She indicated she doesn't think the Town will need to do big overhaul again. The next update can probably be done for half the cost of the last one. Some of the work will be done in house and she believes the Town will need to hire some sort of consultant for workshops. Currently with the farm workshops it is nice to have someone unbiased with no connection to town as a part of the process so people feel free to state comments and beliefs. Last time there was a telephone survey and mailing, which is expensive and that may not need to be done. There might be an option to do some of the surveys on line.

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

December 2, 2009

Ms Menard felt that with the era of conservative budgets it's important to bring forward the lesser number if it's thought to cost less.

Ms. Whitten noted that Planimetrics has been hired by Suffield with similar scenario and can contact them to get a more solid figure. Ms. Whitten will get that estimate to the board in the next few weeks. It was noted last time an EDC consultant was used and it may be feasible this time to forego that in light of the EDC in town.

### **CONTINUED IMPLEMENTATION AND UPDATE OF EXISTING GIS SYSTEM**

Ms. Whitten presented this request, but noted it is not only for her department, this system encompasses several departments. An email from the Assessor, who was unable to attend, was read to the Committee. The system is key to Assessors office as currently maps are not longer updated in anticipation of the GIS system. It is important for the Assessor to have update system in place to do day to day operations and revaluation procedures.

Ms. Whitten provided a brief explanation of what the GIS system does. A geographic information system is a parcel software system with different layers, wpca, wetlands, flood zones, zoning and fire departments. Mr. Norton provided that public works uses it for storm water management plan. Parks and recreation was able to download a map for a recent grant application. Various town layers can be put on the system. It was used for agricultural update to locate all farms in town. It is a great tool for many town wide uses. Implementation is difficult in that all different layers have to be coordinated together so when overlaid everything actually line up properly. New flood maps from the State have not been downloaded, also new aerial photographs need to be downloaded. The implementation strategy was discussed.

It is not yet available to the public but the Assessor is working on a public version. Ultimately it would have the capacity to be used through the town website. This has been an ongoing process and the town has had a commitment to it for a long time. Currently there is \$25,000 to continue the implementation process. The \$15,000 a year will allow for the town to keep the system updated. It was inquired if the \$32,000 puts the GIS in working state – is funding for maintenance and updates? Ms. Whitten indicated the implementation funds should good to have the system up and running with computer in assessor office, which will take reserves to \$500. She then indicated the funds for continued updates are needed for items such as the CRCOG aerial photos which are not yet included.

### **INTEGRATED PARCEL MANAGEMENT SOFTWARE**

Ms. Whitten presented this item which was submitted, although it was not part of the members' packet. She will get the information to Ms. Menard. The Department is trying to streamline the process by getting permitting software that can be used by many departments. It is the goal to get building, planning, engineer, fire, and police all on same system working in same software program. Ms. Whitten detailed the current Cornerstone software from 1992, an after the fact software, meaning information is put in after permits complete. It is not an interactive program. She has interviewed several

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

December 2, 2009

companies and received good quotes, and in fact Cornerstone called with a new with new software and the ballpark of their estimate was \$60,000. She will get the information to the committee.

### **EAST WINDSOR POLICE DEPARTMENT**

Chief DeMarco and Deputy Chief Hart came before the Committee. Also present was Police Commissioner Sauherhofer.

### **POLICE VEHICLES**

This is an annual request as the police cars within the Capital Improvement Program are on a schedule. Police vehicles are the primary conveyance for emergency situations. In the past this item has gotten off the schedule and the department has suffered and gotten behind the eight ball with the condition of the fleet. The department is starting to come out of that.

These vehicles require maintenance and they are not the tradition car. Everything bad for a vehicle occurs, including high miles and idle time. There is regular maintenance and inspection, however, one can only maintain so much.

In the past the department was purchasing cars for \$40,000 a piece. Over the years the purchase price has been negotiated down to \$26,000 for a safe, functioning car. They know how to stretch their money and do all they can to make it work, but they need cars. Various items are recycled to save funds, including reusing light bars.

The forecast of the Crown Vic model being continued was discussed. Ms. Menard detailed use of old police vehicles by various town agencies. It was noted that when Deputy Chief Hart took over program the cars were being held so long there was no viable use after the PD was finished with them. Now with the better with replacement schedule the town gets a longer life out of the car to where it can go into town service in various capacities. It is still 100,000+ mile vehicle, but viable to be used.

The status of warranties stands that as majority of white cars on fleet are all still under warranty – so maintenance line items gets better. One car has been in the garage since July and others have gone in for reoccurring problems which are not within warranty. As the cars get older service repairs go up.

The CIP rotation plan is designed to work if it is continuous. In the recent past the schedule has been off and it resulted in higher maintenance fees and concerns for safety. Ms. DeSousa noted she has seen the department remove parts from old vehicle put on others which is something not done in a lot of local police departments.

At least two cars currently on fleet have heavy maintenance and they are considering cycling out the 4 wheel drive. When a fleet vehicle is in excess of 80,000 miles that is when they start to feel it. Currently there are four vehicles in that neighborhood that are front line vehicles; two backline vehicles are over 100,000. The backline are not used unless absolutely have to or they are used on private duty jobs – at which point vendors

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

December 2, 2009

are charged an hourly rate. These mileage figures are as of today, so when the money comes available there are more miles on the car. The mileage does not show the idle time. The department takes pride in this equipment and every vehicle they have is a viable operating vehicle – no one is in jeopardy with back line car – they are 100% operational.

### PD LOCKERS

The locker room renovation project was requested last year. Currently in both male and female locker rooms there is a mishmash of lockers taken from schools. There are not enough lockers to accommodate all staff. Several supervisors have given up locker space so Jr. Staff has ability to get things in lockers. These are narrow grammar school lockers – not designed for a brief case or riot gear and it is an operational difficulty. The locker room is the start and end of every day. This is equipment an officer does not bring to and from home. In nature of business want to keep spare uniform in locker so if soiled with blood born issues. It is very difficult for officers to keep a second uniform in the locker. It is getting to point where duty bags are on floor and no order to the room. They use filing cabinets and when uniforms are cleaned and brought to station those are placed in the interview room.

The plan was put together by contractors and lockers are made for fire or police locker rooms. These allow air flow through lockers for items such as wet raincoat – so no mildew issues. These are full height lockers – bottom area for shoes (whole host of pathogens at accident scenes for shoes). Ms. DeSousa encouraged a site visit as it will show this is not a frivolous request – there is a need for this. The Chief welcomed any CIP member to come in and he will show the status of operational daily condition. What purpose 24” on top; 17 or 18” on bottom? The narrow lockers allow for more lockers.

### **BROAD BROOK FIRE DEPARTMENT**

Chief Dave Lockwood, Jerry Bancroft, deputy chief, and Assistant Chief Tom Arcari came before the committee.

### **EXTRICATION EQUIPMENT**

Jerry Bancroft provided two and three year lease purchase documents from Five Star. He will provide the Committee with updated documents as there was some confusion on the numbers in the quote. He encouraged CIP members to view the Firehouse.com website which shows obstacles with new technology of cars and the older extrication equipment. Firehouse.com webcast shows all tools tried in demonstration, including the older equipment Bbfd has. He detailed the concerns with motor vehicle accidents, the constant sparks and gas and oil on ground. Since 2000 manufacturers have started building these cars. This equipment will not replace cutters. At first the department will use cutters have now, if those don't work then use the new extrication equipment – new extrication equipment is heavy. There is concern of more fatalities if the department cannot get into a car due to inappropriate equipment or the extended time to extricate someone as another department has to be called to assist in extrication.

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

December 2, 2009

The two year and three year lease idea was presented as it was unsure if CIP would fund whole thing in one shot. It was noted a new spreader is included in the price – and also power supply for off-road – if there is something where truck cannot get off road. Two cutters, one spreader and power unit; misc hoses and fittings to make it all work – all encompassed in the price.

### JOINT REQUESTS BBFD/WHPD

#### SCBA

Chief Barton came before the board to discuss the SCBA (a/k/a “scott packs”). The committee explained that last year this was added to the plan as a routine item, to keep them on a rotation similar to the police vehicles. The Chiefs were unaware of this.

Chief Barton noted that the tanks are in the regular budget, but due to cuts those may be an issue. It was also detailed that in the past the bottles had no expiration date, now they are regulated by DOT. BBFD uses 45 minutes tanks and WHPD uses 30 minute tanks – there is no different in price, its just preference. They had done a cost analysis of switching to all bottles – was not cost effective as would have to change all brackets to mount on truck. New “scott packs” can carry both air packs. It was detailed that WHPD in better shape as they got six brand new ones with new engines – so two engines are outfitted. The schedule will be kept the same and the idea is the departments can work together. The fire departments should continue to submit a request each year, and put ongoing in the projected date of completion section.

#### THERMAL IMAGING CAMERAS

Thermal Imaging Cameras are old – WHPD has two cameras (one out to repair now, unsure if it can be repaired) and BBFD has two. When these were first purchased they were \$25,000 a piece, now they are at a cost of \$9,000 a piece. They need to be updated and Mr. Barton would like every crew into a building to have a camera so can find a victim or find the way out. These cameras make it look like daytime. This tool helps find overheated ballasts breakers in electrical panel. They have been deployed for police department use due to missing individual spotted in the woods.

Current cameras had issues with technology but these new cameras have a higher white out capability. It was asked if this can be pushed out. Barton indicated he will have to buy one out of his budget this year as unknown if one out to repair can be repaired. These need to be received as soon as possible. This is a total for 6 cameras. Maintenance on the current cameras is costly. They will not dispose of the old ones but use them as back up when a newer one is out to repair. This request gives each dept three cameras. It is preferred to get all cameras in one shot. The price was contingent on six. One priced at \$9,200+ so they may be giving better price for six.

#### WHPFD

BRUSH UTILITY currently 1969 Ford brush truck continues to be costly for maintenance and it needs to be replaced. BBFD has a State owned brush truck. The

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

December 2, 2009

truck is used to pull boat deployed to river often in summer. This is an old standard, no power steering and backing standard shift to boat launch is tricky. It was inquired if it needed to be fully loaded and if more of a pick up or apparatus vehicle was needed. The request would suit needs rather than brush truck with cost significantly more. This is a pick up with utility on it and put skid unit on back more feasible for all around vehicle – this is a more universal truck than just a brush truck. This request was changed to a rank 4.

**SUPERVISOR VEHICLE** – state contract – expedition light duty vehicle – mobile command post used by fire department. This is not replacing but adding a unit. SSU stands for special services vehicle. Chief Barton has his own vehicle he drives on – his personal vehicle – only thing Fire Department provided was the lights. This request was changed to a rank 5.

The priorities of these requests were discussed in detail. Chief Barton indicated these are all priority ones. Vehicles could probably wait – but everything else is mandated. The codes were outlined and how the codes work within the plan. And the work toward a five year plan. Mr. Barton relayed the past difficulties with the plan and the misunderstanding across the board regarding CIP projects.

**REPLACEMENT OF ENGINE 638** should be a priority one. Money needs to be started to be put away in five year this will need to be replaced. The same process happened with Engine Two and that was requested for ten years. Engine 638 is out of mandate now as it does not have proper seatbelts, tie downs – so it is a priority one. It was inquired what it would cost to bring 638 up to spec and is it cheaper to repair; but at the end of the day it's a 25 year old vehicle.

The thought of having an ongoing fire vehicle line that is a certain amount; it is done with police department and the public works. The fire trucks are larger ticket items – if a constant \$100k, rolling so pot of money for vehicle replacement in CIP. This would alleviate the perception that its one or the other fire department. If it is something work towards – aggressive at the front end.

### **REPLACEMENT OF ASPHALT DRIVEWAY AND PARKING LOT AT STATION 139 BRIDGE STREET.**

There is a need for a driveway at Station One. Currently it is all broken with holes. This item has been requested for several years. The apparatus is heavy. The driveway is crumbling and needs a concrete pad. It is basically original driveway which needs to be redone, pulverized, repaired and drainage. There is a little concrete pad that is not big enough. This is a priority one. It was asked if an updated asphalt figure could be obtained. The public works may not be the ones to do the work, but the public work state and town bids could be used. A better accurate price would be of assistance in the process.

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

December 2, 2009

It was mentioned that the town does not own this property – the fire district owns it. In 1972 the district gave up the tax. Fire district taxes were discussed at length, as well as the situation if a fire district were instituted. The board of commissioners set the fire tax and public hearings. A Mill is roughly \$700K+; if tax one mill on a house for whole town, would be \$120 a house. The difficulties to start a fire district were discussed. Also discussed was the thought that the tax payers see direct benefits of fire service whereas through a public budget the direct benefit is invisible. This would help with the fire departments managing and priorities and selling the fire service to the people. This may be something to consider after the budget cycle is over.

### **RAISE ONE OVERHEAD DOOR ON STATION 138**

There is a need to raise door as this station has the best access to I-91 and the heavy equipment located on Stoughton Road needs to be closer to I-9 and the train tracks. It is needed now and Mr. Barton has an updated quote and will get it to Ms. Menard.

Chief Barton was that in future requests he incorporate how many times in the past the request had been made.

### **ADJOURNMENT**

**MOTION: To adjourn at 7:45 p.m.**

**Made by Mr. Burnham, seconded by Mr. Norton**

**ALL MEMBERS IN FAVOR. MOTION CARRIED**

Respectfully submitted,

Cynthia D. Croxford  
Recording Secretary