



## TOWN OF MADISON

CONNECTICUT

06443-2563

**MEETING DATE:**

Thursday, January 7, 2015

**MEETING PLACE:**

Hammonasset Room

**SUBJECT TO APPROVAL**

**Capital Improvement Program Committee**

Members Present: Jean Fitzgerald (Chair), Mark Casparino (BOF), Bennet Pudlin (BOF), Joan Walker (BOS), Bruce Wilson (BOS), Robert Cach (Resident), James Matteson (Resident) and Joe Beerbower (Resident).

Others Present: Tom Banisch, First Selectman; Stacy Nobitz, Finance Director; Mike Ott, Director of Public Works; Scot Erskine, Recreation Director; Bill McMinn, Director of Facilities and Kristen Bartosic, Accounts Payable Clerk; Beth Crowley, Library Director; Beth Coyne, Library Board; Police Chief Jack Drumm; Ed Brunt, Supervisor of Dispatch; Chief Kytte, Madison Hose Company #1; Chief MacMillan, North Madison Fire Department.

Not Present: Jessica Bowler (BOE),

The subcommittee convened at approximately 7:30 a.m.

1. Public Comment.  
None.
2. Review and take action on prior meeting minutes.

**MOVED:** by Ms. Walker and seconded by Chairwoman Fitzgerald to approve the minutes of December 28, 2015.

**VOTE:** The motion was approved unanimously.

3. Review:

a. Library

Beth Crowley from the Scranton Library gave an overview of the needs for a public library and also the current space in the library. Ms. Crowley also detailed the issues and concerns that have been raised due to the size constraints.

The technological needs of the building were also reviewed as well as the parking constraints for visitors to the library. Ms. Crowley gave a detailed explanation as to why the upgrades were needed to the library and she also provided floor plans from the architect of what the building could look like. The building space will be increased and roughly 45 parking spaces will be added. She also noted that the library board would be looking into other cost-saving, energy-efficient, improvements.

Mr. Matteson questioned if the structural integrity of the building was an issue and Ms. Crowley confirmed that the current building was sound. He also questioned if the entrance on the original building would remain intact and Ms. Crowley noted that this entrance could be ceremonial or an additional entrance. Mr. Matteson also asked for a cost for only a portion of the upgrades adding parking, versus the entire scope of the proposed project. Ms. Crowley and Ms. Coyne noted that they did not have a quote for this scope of work, however, there would be a safety issue if only this portion of the project were completed.

Chairwoman Fitzgerald questioned if the project could be completed in phases and Ms. Crowley responded that a portion of the overall project to move the post office forward and to renovate the house in the back of the property could be repurposed for future use, however, this future use was not part of the current scope of the renovation. She also noted that the current scope of the project would require parts of the building to be moved around to accommodate the work. She noted that although portions would be completed at different times, actually phasing the project would prolong the completion time as well as increase costs.

Mr. Pudlin questioned the funding and grants for the project and he confirmed that the library board was proposing to raise other funds. Ms. Crowley agreed and stated that the library board would be

fundraising to raise monies for the project. If, at the end of the fundraising, the library has raised more than they had thought, they could adjust the request of funds from the Town.

The committee also questioned if it was too early to assess the costs for this project and also if any studies had been conducted on the daily traffic and use of the library. Ms. Coyne noted that this type of technology at the entrances to the building was not available, and Ms. Crowley noted that the library staff could conduct walk-throughs and headcounts a few times a day. The committee thanked the library board for attending the meeting and noted that if future questions needed to be addressed they would be emailed to the board.

b. Communications

Ed Brunt gave an overview of the dispatch system and needed upgrades. He detailed that current needs require portable communication systems to be worn on an officer, fire personnel, etc. The older technology is not compatible with these new requirements. Mr. Brunt also provided a mapping of the current communications infrastructure and he noted what improvements would be allowed with the requested upgrades.

Chief Drumm also reviewed the scope of the two phases and he noted that this plan was best for funding. Chief Drumm also gave an overview of the equipment that was being requested and the needs of the different emergency departments. Chairwoman Fitzgerald questioned why the cost for pagers was more for the Madison Hose Fire Department than for the other departments. Chief Kytte stated that the current equipment used by this fire department was not compatible for the new system. Therefore, all pagers would need to be replaced for this location. Mr. Pudlin also confirmed that with the exception of the pager upgrades, the other emergency communications equipment would work on the new system. Mr. Pudlin also suggested that the replacement schedule could be switched to replace pagers next year and then start the radio replacements in the following year (versus replacing this equipment simultaneously).

Ms. Walker questioned if there were funds available currently in the reserves to start this project and Chief Drumm stated that funds weren't set aside in the reserves. Chief MacMillan stated that for North Madison, a replacement schedule is implemented every year to replace a certain number of pagers/radios. Chief Kytte added that Madison Hose was in the same place where the equipment is a brand different than the console (Motorola). The committee also discussed

the different requests for equipment and whether these funds were requested through reserves or through the normal budget process.

The committee also questioned if current equipment could be traded in to offset the costs of the new equipment and it was discussed that this was probably not possible. It was also discussed if a financing plan would be cost effective for the Town in order to complete the project as soon as possible; and, if new tower locations would be protected from catastrophic events.

Chief Drumm then provided an overview of other, Police requests, including replacement vehicles. Ms. Walker also questioned if electric cars could replace the current fleet and Chief Drumm stated that this wasn't a good plan.

c. North Madison Fire Department:

Chief MacMillan started by giving an overview of the underground water tanks program which was started in the mid-1990's. He noted that studies were being conducted to find the best possible locations for these underground water tanks. He stated that this was an important program and that it does have an end-time. The tanks have an indefinite life-span but they have a 30-year estimated lifetime.

Regarding truck replacements, the pumper is 23 years old and will need to be replaced soon. Most trucks have a 23-24 year life span. He also stated that there is an analysis done every year to determine if the current apparatus meets the needs of the Town. Chief MacMillan noted that the department is asked if an aerial truck is needed for North Madison and he stated that this analysis shows that an aerial truck is not needed at this time.

Regarding the equipment fund, Chief MacMillan noted that snow removal equipment was included in this request. This was initially included in the company budget but now needs to be moved to the operational budget. Chief MacMillan also detailed the portable radio replacement schedule and suggested that the replacements be kept in this fund, versus the Communications fund.

d. Madison Hose Company:

Chief Kytte provided an overview of the requests for this department which include two vehicle replacements and a thermal imaging camera. These cameras are not replaced; old cameras are used for training after their life expiration. He stated that the cameras are not just used for fire-fighting but have been used to assist the police

department conduct searches. Chief Kyttle stated that he did not electronically submit this request so it was not included in the plan book. The cost is roughly \$8,000 depending on the additional features. One camera would be requested under the equipment fund requests. The request of \$18,000 was increased to \$22,000 accordingly.

Regarding truck replacement, Chief Kyttle stated that the replacement schedule has been in place for many years and an analysis is done in order to determine funding amounts. He noted that when a vehicle doesn't need to be replaced for 20 years, it is hard to determine the replacement cost. Therefore, replacement costs are adjusted within 5 years of a proposed purchase.

Chief Kyttle also stated that there is a Zodiac inflatable boat that would need replacing. It was purchased privately through the fire department and fundraising efforts. He detailed the proposed purchase for new boat equipment and what needs were assessed when the department researched types of boats.

Also, the aerial ladder truck is up for replacement soon. He stated that the cost figure was estimated and the department would research what trade-in funds might offset the cost of the replacement. Chief Kyttle stated that once a detailed analysis was completed, then a more comprehensive request would be brought forward to the Town.

e. First Selectman Banisch analysis:

At the request of the committee, First Selectman Banisch reviewed the plan and presented on any changes that he would make from the plan brought forward by the prior First Selectman.

First Selectman Banisch stated that he was proposing changes based on his review and discussions with various town departments. He noted that in the CNRE requests on page 10, there was \$165,000 requested for the Maintenance garage addition which was essentially for bathrooms/breakroom for the employees and repair space. First Selectman Banisch suggested removing this request and instead using a break trailer; also, there are grants which could be requested. Also, regarding the baseball field reconstruction, the issues do need to be corrected; however, the requested funds include much more than just the necessary repairs. First Selectman Banisch also noted that there have been complaints regarding funds spent at Salt Meadow Park and he therefore recommends putting off the fencing for one year. Also, the restrooms and concession/storage areas request is quite high. He noted that the restrooms are necessary but that he was against the concession area.

Ms. Walker questioned if the fencing at this location was actually needed to keep the portion of the area that is state property separate from the Town –owned portion. The committee discussed that the fencing was to complete the entranceway. First Selectman Banisch stated that the request could be added in at a future time; however, it wasn't necessary at this current time.

Regarding the downtown center project, First Selectman Banisch stated that there were grant funds to apply for. He stated that if the grant funds are received from the state, then the downtown center project and Tuxis Walkway rehabilitation could be completed. Also, there could be increased sidewalk areas on Bradley Road. He stated that the grant application was already started. Ms. Walker stated that if the grant doesn't come through, then would the project be pushed back to a future year under the CIP. The committee should therefore approve the project but then include the offset funding source.

Also, improvements to the basement and an addition to the Youth & Family Services building should be done in conjunction with one another so it was First Selectman Banisch's suggestion to move the projects forward one year. Ms. Walker questioned then if the planning would be conducted in FY 2016-2017 with project work being done in 2017-2018 and First Selectman Banisch confirmed this was the case. Ms. Walker cautioned that this addition was needed as the department was out of space for their employees. The committee discussed then that the planning dollars should be kept in the 2016-2017 FY and then the work for both the basement and addition be done in the 2017-2018 FY. Youth & Family Services Director, Scott Cochran suggested that prior to changes made to his department's requests, he have an opportunity to address the committee. The committee agreed to allow Mr. Cochran to present to them at the next meeting.

First Selectman Banisch stated that the Arts Barn and Memorial Town Hall HVAC projects should also be moved forward one year (with the planning money being pushed to FY 2017-2018 and work done in 2018-2019). Also regarding the Town Building sensor installation, the work could be phased in instead of all at once during the 2017-2018 FY. The committee discussed the details of this project. Mr. McMinn stated that there was a study conducted in 2010 which detailed what should be done and the proposal was all-encompassing for these upgrades.

Regarding open space and the Lesage property, the Board of Education is not sure whether they are interested in buying the house property; however, the Town does want to keep use of the fields. The

current estimates in cost are much higher than what is being suggested in the plan. First Selectman Banisch therefore suggested to move these funds and roll them back into the budget. Ms. Nobitz clarified that if the money in the decrease to the debt service was not used towards this purchase, then the funding should be increased into the CNRE to offset future debt service. The committee discussed the pros and cons of putting the funds into the CNRE; and also any potential effect of dropping the debt service.

The committee discussed future meetings and agreed to add a second meeting during the week of January 11<sup>th</sup> to review Technology and Youth & Family Services.

4. Public Comment.

None.

5. Adjourn

There being no objection, the meeting adjourned at approximately 9:37 a.m.