Members Present: First Selectwoman Erika Wiecenski, Chairman Stuart Cobb, Peter Tanaka, Stef Summers, John Patton, Rick Maloney, and BOF Chairman Michael Makuch

Members Absent: Geoff Prusak and Christina Mailhos

Others Present: Donna Latincsics; Business Manager, Maureen Parsell; Director of Parks and Recreation, Chief Alex Moore; Willington fire Department #1, Chief Tom Synder; Willington Hill Fire Department.

The meeting of the Capital Improvement Program Committee was called to order at 6:31 p.m. by Chairman Stuart Cobb.

1. Present to Speak

No one was present to speak.

2. Approval of Minutes

Selectwoman Wiecenski stated that we should remove the sentence on page one of last week’s minutes that stated there was no one present to speak. She motioned to approve the minutes as corrected. Rick Maloney seconded the motion.

Vote: All yes.

3. Parks & Recreation Submittals

Item 6.1 is a request for Pickleball Courts at River Road Athletic Complex. Maureen Parsell handed out some information on pickleball for the board members. She stated they are hoping to purchase two fenced in courts to replace the volleyball courts that currently get little to no use except as a sandbox. Maureen stated that two or three years ago they used funding from The Lions Club to purchase portable pickleball nets so they already have an active program where people play at Hall School. She added that this year they had to create two different leagues as the program has grown, one league is recreational and one for the more competitive players. Maureen Parsell stated that the game is really growing in popularity with people of all age groups. She stated that people would like to be able to play at the park while their kids are at soccer/baseball practice. Maureen Parsell stated that their space for pickleball is currently limited because they can only play at Hall School, which in the winter is filled with basketball and other activities. They have tried Center School but because of the size of the area they can only make one small court at a time. She added that having their own court would allow them to continue to expand the program including additional leagues, beginner programs, and possibly tournaments with other towns.
Chairman Cobb asked if they will make any money with the courts/pickleball program. Maureen Parsell responded yes they can, they are currently making a little bit of money with the program as they charge a small amount to participate. She added that as the program continues to grow they could create more leagues which would generate more money. Selectwoman Wiecenski asked if they think the courts will get used during the daytime or if there is a possibility for a daytime league. Maureen Parsell replied yes, absolutely. She added that once people are able to see the game being played in the park it will attract others. Rick Maloney asked about nighttime leagues with the new lights. Maureen Parsell responded absolutely. Maureen Parsell stated that they plan to repurpose the existing sand to create an actual sandbox over in the playground area, which has plenty of room. Rick Maloney asked if Maureen could go over the funding they are requesting. Maureen Parsell stated they are asking for $39,346 in year 20-21, last year the committee had asked if they wanted lights first or the pickleball court and they had gone with the lights and moved the pickleball out further. Rick Maloney asked if she could update on how the lights worked out. Maureen Parsell replied that they are working on the Permitting now and should have the lights started in the spring time. She added that she believes they will be on the Planning and Zoning agenda for March after that they can start moving forward. Selectwoman Wiecenski stated that they allotted $45,000 in this fiscal year for the lights and $55,000 out in 21-22 for pickleball/playground lights, she asked Maureen to confirm that they believe they can do all three projects with the money from this year ($45,000). Maureen Parsell replied yes, for the basketball court, the volleyball/pickleball court, and the playground. She added that this time the only thing they are requesting is the $39,346 for the pickleball courts. Rick Maloney asked if they are thinking about doing everything at once if they get approved or wait and do the courts next year. Maureen Parsell replied that it depends how quickly they can get the permits and do all the administrative tasks. She stated they won’t know for sure until the CIP funding is approved. She added that summer time is busy for Parks & Rec with summer camp etc. which is why the lighting project has taken a little longer. Maureen stated she would like to get going immediately with the project but it really depends on timing. Rick Maloney asked if they need a permit for the courts. Maureen Parsell responded yes. She stated that she would assume the process for the pickleball courts would be similar to the lights such as planning and zoning approvals, but will have to verify. She added that they would need help from public works for digging out the sand and such so they would also be relying on their schedule. Rick Maloney asked how approving this project would affect their budget. Maureen Parsell replied that due to the warranty, any needed maintenance would have to be performed through their maintenance plan which is $1,400 per year. She stated that she believes they can handle this within their budget and through pickleball revenue. Chairman Cobb asked if it is a special surface similar to the basketball court. Maureen Parsell replied yes and that they would be using the same company that resurfaced the basketball court. Selectwoman Wiecenski asked for the dimensions of the courts. Maureen Parsell replied 60x100 for the two. Chairman Cobb asked if people provide their own racket and ball. Maureen Parsell replied that most people do however when they purchased the equipment a few years ago, they got the portable nets, rackets, and the balls so people can use those if they have never played before and want to give it a try before purchasing their own. Selectwoman Wiecenski asked how their shed at the park was working out. Maureen Parsell replied that it’s great. Selectwoman Wiecenski stated perhaps that’s a place where they can keep rackets and donated equipment for the pickleball courts.

4. Fire Department Submittals

Chairman Cobb stated that the committee was given a new packet of information from the fire departments tonight including some manufacturer information, emails and quotes. He added that there is
one new project (5.75) that they were not able to put into their regular budget due to the higher than expected cost.

Willington Fire Department #1

Item 5.1 is a request for a replacement ambulance. Chief Moore stated that the lease for the current ambulance will be up in August 2020. He stated that all the vendors they had reached out to quoted around $300,000 to replace it and added they try to replace it every seven years or so to keep it up to date. Mike Makuch asked if the $300,000 is just the purchase price or does it include the lease cost. Chief Moore replied they spread the cost over time with what they had for leasing cost last time. Chairman Cobb confirmed stating the lease that’s out now for the ambulance and the pickup is about the same dollar amount of the new ambulance, so they carried those lease payments over. Stef Summers asked if they could go over what kind of shape the current ambulance is in. Chief Moore replied that the current ambulance is almost to 100,000 miles and they have seen an increase in maintenance costs. He stated the truck itself is showing some age but not terrible. He added that the truck just got new brakes and tires. Peter Tanaka asked if they would move this truck down to a secondary. Chief Moore stated that they currently only have one ambulance so they are trying to decide if it is beneficial for them to keep this ambulance and add a second so that when one is down they don’t have to rely on mutual aid, but added they would have to evaluate the condition of the truck when the time comes to see if it is worth keeping. Selectwoman Wiecenski added that they have quite often found themselves without an ambulance due to it being down and have had to rely solely on mutual aid. Chairman Cobb stated that this past year was the busiest year on the books in terms of calls.

Item 5.2 is for bunker gear replacement. Chief Moore stated the Eastern Connecticut Fire School is now enforcing the NFPA standard which dictates that bunker gear must be less than ten years old before any member can go participate in fire training. He stated that they have twenty five sets of gear assigned to members and nine of those are currently expired or over that ten year standard. He added that this doesn’t mean the gear is in bad shape or that it doesn’t protect them but they are over that ten year manufacturer standard. Chief Moore stated that they were successful in the past obtaining AFG grants which replaced 20 sets of gear so between that, what they are requesting now, and with what is in their budget they could be caught up with standards. Peter Tanaka asked if after these sets and with what is in their budget would they be sustainable. Chief Moore replied yes, that they try to purchase 2-3 sets per year. Chairman Cobb added that it also depends on how many new members they have coming in. Chief Moore stated they do have a few new members who are interesting in going to do the training and they have to scramble to find a set of compliant gear that fits them. Selectwoman Wiecenski re-stated that they have nine expired sets of gear and asked how many their request would take care of. Chairman Cobb replied that this would take care of five and then two would be taken care of in their budget this year and two in the next year’s budget.

Item 5.3 is to replace the oil tank. Chief Moore stated that this request has been on for a couple years and there was debate on whether it was twenty or thirty years that the tank needed replaced. Chief Moore stated that they currently have a 2000 gallon tank underground which will be at its twenty years during 2021. He stated all the quotes they have received have been a little over $100,000. Chief Moore stated that they are trying to evaluate the benefits of switching to propane but they will have to do something about this soon. Chairman Cobb added that there are quotes in the packet; one is to replace the
underground tank with another underground tank that has double walls instead of single and will also have a monitoring system. He added that the second quote is for an above ground tank and is about $6,000 less and the other quote is for simply removing the underground tank if they were to switch to propane. Rick Maloney asked if the town is at a significant risk if they allow the tank to go beyond the twenty years. Chairman Cobb responded that it’s only a matter of time and brought up the example of the DOT tank which let go at 28 years. He added that there is a letter in the packet from the fire marshal with his recommendations.

Item 5.4 is a request to replace the Lifepak defibrillator/monitor. Chief Moore stated their existing defibrillator is over 18 years old and is no longer supported by the manufacturer (letter included in packet). He stated that the primary function of this device is to determine the likelihood a patient is suffering from a heart attack and due to their location this is essential information in determining where they bring the patient. Mike Makuch asked Chief Moore if they can provide care based on the 12 lead defibrillator since it’s much more expensive than a standard unit. Chief Moore replied yes, the machine with tell us if the patient is having an active heart attack which gets transmitted to St. Francis Hospital who then determine where we are to take the patient. Mike Makuch asked to confirm they can use this even without a paramedic. Chief Moore replied yes. Rick Maloney asked how often the unit gets used. Chief Moore replied any time they have a chest pain call or sometimes when a patient is having difficulty breathing he added this is sometimes a couple times per week. Chairman Cobb added that they also use this device to monitor the patients other vital signs such as blood pressure, pulse, rate of air exchange, etc. and it records this information in its system and transmits to their records management system. Chief Moore stated that they are still on the lookout for grants that could replace this unit, but it is very competitive. Rick Maloney asked what would be done with the old unit. Chief Moore responded that they could keep it for training or if they were to keep a second ambulance they could try keeping it instead of having to purchase another. Stef Summers asked why the unit replacement was put out a year. Chief Moore replied that they did this because they are hoping to get grant money.

Item 5.5 is for the purchase of a CPR device. Chief Moore stated this is a new request for a Lucas CPR device which does chest compression on a patient during cardiac arrest. He stated that this saves a lot for the people on the call during long distance transport while also ensuring compressions are done correctly and efficiently. He added that the typical ride time is 20-25 minutes which means they take 2-3 people along with a paramedic in the back of the ambulance so they can continue giving CPR. Chief Moore stated that CPR in the back of an ambulance is very difficult because the only way to do it is standing up. He stated this will alleviate that need. Chief Moore stated they are also trying to get grants for this item and this is the reason it is also out in 21-22. Chairman Cobb stated that current CPR compression rates are over 100 compressions per minute non-stop and this unit can continue doing compressions even as the patient is being carried out of wherever they are. He added that they did see this device in action when UCONN came over to aid in a cardiac arrest and it really changed the flow of the call with all the other things going on.

Item 5.6 is for an addition to Station 13. Chief Moore stated that in 2009 there was a study done on both departments on long term needs, feasibility, and expansion/replacement. He stated that the CIP committee stated they would only fund one fire station project and the station at 426 River Road was chosen. He added that the long term plan was that when the library bond was expired the bond could be authorized for the fire house projects. Chief Moore stated that in 2016 $40,000 was appropriated through CIP for an
architect to develop preliminary drawings which they have and the next phase would be to discuss the
details needed to prepare documents so that the project can be put out for bid. Stef Summers asked if they
could go over numbers of members and staff who stay at the fire house. Chief Moore replied there are two
people at the station on duty 24/7 and there are 15-20 active members.

Item 5.7 is a request to repair the driveway. Chief Moore stated that the driveway was last chip sealed
about 15 years ago and the lack of pitch in the driveway prevents them from resealing in again. He stated
there are large gaps between the bay doors and where the pavement is compressed from the tires backing
in and out of the station. He added that this contributes to air leaks especially in the cold weather. Chief
Moore stated they don’t have an exact quote at this time and what they gave was an estimate. He stated
that this project has become very important as water can gather at the end of the driveway from when they
paved the road and this spot gets very icy. He added that DOT has told them they are responsible up to the
road. Chairman Cobb added that the gap between the bay doors and the pavement is letting heat out of the
building as well as allowing water into the building every time it rains.

Item 5.75 is for replacement of 10 SCBA cylinders. Chief Moore stated the bulk of their cylinders were
replaced about three years ago and at that time 10 were still good. He stated they originally planned for
the replacement of these ten to be part of their regular operating budget but the price has gone up quite a
bit. The replacement is based on the cylinders 15 year life which will be up in February and March of
2022. Selectwoman Wiecenski asked if this money is in addition to money in their budget or instead of.
Chairman Cobb replied instead of or the budget will have to go up $12,000.

**Willington Hill Fire Department**

Item 5.8 is for the replacement of a first response vehicle. Chief Snyder stated this vehicle goes to all fires
and medical calls, also it carries all of their medical equipment and some rescue equipment. He stated it’s
been on the plan for a couple years and they are now having some issues with the vehicle such as the
transmission slipping and exhaust manifold are cracking/leaking. He added that each of these projects
would cost them over $4,000 and the current KBB value of the vehicle is just about $4,000. Chief Snyder
stated the value they requested is $70,000 which includes radios, cabinetry, lights and things like that. He
stated he has increased their budget by $4,000 because they will have to address some of the issues.
Chairman Cobb asked if they bought another expedition could they move the cabinetry etc. from their
current expedition. Chief Snyder replied that he wasn’t sure but does know they are vehicle specific in the
way they mount. Chairman Cobb asked what dealers are on the state bid list. Chief Snyder replied
Columbia Ford who gave them the quote but he has heard that other dealers have been beating the state
bid pricing. Chairman Cobb asked if there is a problem with the radios that are currently in their
expedition. Chief Snyder replied no and added if they will work in the vehicle that replaces this one and
are up to dates they will use them and reduce the price. Chairman Cobb asked what will happen with the
old vehicle. Chief Snyder replied they have discussed using it as a duty crew vehicle but chances are they
would sell it, although it is not worth a lot.

Item 5.9 is for replacing SCBA air packs. Chief Snyder stated they replaced their bottles last year upon
their drop dead date. He stated NFPA standards are that the packs cannot be past two update cycles which
would be in 2023. He added that not replacing the units opens them up to a lot of liability and might
affect them during rescue efforts. Chief Snyder stated the value he put in for is $130,000 which is for 14
air packs and added that the packs quoted were for the high end model which they had in stock but when
the other packs become available they will come at a lower cost. Chairman Cobb stated Willington #1 replaced 13 packs for $110,000 but that included cylinders which Willington Hill would not need. Chairman Cobb would estimate a cost of $95,000 for 14 packs.

Item 5.10 is for the design and construction of a new Fire Station. Chief Snyder stated this item has been requested for about 15 years. He stated at this point they have a long list of issues including concrete, OSHA standards, space, exhaust, safety, roof, plumbing, etc. He added they are looking into fundraising and grants to put towards this project. Chairman Cobb stated he believed they were discussing use of the church property and asked what they would keep there, what they would need new, what’s their plan. Chief Snyder replied they are looking to fix up the church portion of the property and adding bays onto that possibly having some offices in between. Rick Maloney asked if they have done any engineering/architectural work. Chief Snyder replied no they are still working on the permit to occupy the building.

Item 5.11 is to refurbish the 1991 engine. Chief Snyder stated at this point it does not need the refurb but they are keeping it on the plan. He stated the engine is holding up well but based on the age they know at some point it will need something. Chairman Cobb asked how many calls a year this truck goes out on. Chief Snyder replied it doesn’t go out to very many probably only three or four times but they plan to possibly use it for support on the highway.

Item 5.12 is for replacement of the bay floor. Chief Snyder stated the bay floors are cracking, peeling and leaking. He stated they don’t have any solid quotes yet as no one has come out to look at the floor. He added this is needed to keep up maintenance on the building.

5. Review of Ongoing Projects

Chairman Cobb stated that everyone received a chart Christina Mailhos put together of all the trucks requested by public works and everyone. Donna Latincsics stated she also passed out a chart that showed the balance of the local funds after debt payments. Chairman Cobb asked if there would be a similar chart for fund 17. Donna Latincsics replied yes and one for the reserve funds. Chairman Cobb stated that fund 17 is based on an income basis of the ambulance billing. He stated out of that bill there is a fee to the building agent, a fee to the paramedics, the lease for the ambulance, and when available helps to pay for leases of fire trucks. He noted on the request for the ambulance the donations/other sources would come from this fund.

Peter Tanaka moved to adjourn the meeting at 7:45PM. Mike Makuch seconded the motion.

Respectfully Submitted:
Catharine Holcroft
Recording Secretary