

Capital Expenditure Committee
Meeting Minutes
Wednesday, October 24, 2018, 7:00 PM
Town Hall, Second Floor Conference Room

Members in attendance:

- Brian Bartkus (BB)
- John Carbone (JC)
- Mary Ellen Carter (MEC)
- Eric Dahlberg (ED)
- Barbara Perry (BP)
- Stephen Steele (SS)

Members in attendance- Remote

- Tony Battaglia (TB)

Members not in attendance:

- William Moonan (WM)
- JoAnn Santiago (JS)

Other attendees:

- Chief Robert Bongiorno- Police Department
- Lt. James Graham- Police Department
- Chief David Grunes- Fire Department
- Michael Rosen (MR)– Assistant Town Manager
- Captain Sullivan- Fire Department

MEC called the meeting to order at 7:30 PM, noting that a quorum was present.

1. Bedford Police Department: FY 2020- 2025 Capital Projects Review

- a. Lt. Graham provided an overview of the Bedford Police Department's 6-year Capital Plan noting that with the exception of two items the Capital Plan is the same as the one initially presented on June 27, 2018:
 - i. **FY20** request (\$6.2k) for 6-replacement ballistic vests needed to conform to the Massachusetts State mandated 5-year rotation law. There is the potential that 50% of the cost may be offset by a Federal Grant.
 - ii. **FY21** request (\$101.5k) for replacement cruiser tablets and laptops. The cost of the acquisition will be spread over a 2-year period with \$51k in FY20 and \$50k in FY22.
 - iii. **FY22** request for 15-replacement ballistic vests (\$15.5k) and replacement weapons (\$34.9k).
 - iv. **FY23** initial request for 2-portable speed units has been withdrawn from the Capital Plan. Due to the immediate need for the equipment the Police Department has purchased two units while a third unit will be purchased by the Department of Public Works.
 - v. **FY24** request for replacement mobile radios for cruisers (\$12.9k).
 - vi. **FY25** request (\$17.5k) to replace the current audio and video recorders in the Interview and Interrogation rooms. At the time of replacement, the current equipment will be 12-years old. Newer technology provides enhanced recording capabilities, better preservation of the recordings, and greater ease in retrieving and distributing the data.

- b. Lt. Graham informed the CEC that they have recently been notified by Securus Technologies that its Pamet Software package will not be supported going forward. The software currently provides records management for the Town's Police and Fire departments. Lt. Graham stated that an alternative may be available through Acronis, a Securus Technology company. Lt. Graham stated that a preliminary review of the Acronis alternative did not appear to be a solution. A meeting is scheduled for November 13th to evaluate the software's capability further. Lt. Graham and Chief Bongiorno gave a preliminary estimate for an alternative software package of \$200-250k should the Acronis product not meet the Town's needs. Estimated implementation timeframe would be 2-years.

Questions and Responses

1. BP asked if there are any other dependent systems like Pamet that may present a similar issue to the Town?

Lt. Graham stated there are none.

2. JC asked if could the Town be at risk if the Pamet software stopped functioning during the 2-year time frame? If this is possible then should the replacement project be accelerated?

Lt. Graham answered that in a worst-case-scenario the Town could revert to a manual process until the new system is implemented.

SS recommended that a placeholder for the project should be included in FY21 rather than waiting.

3. TB asked should the replacement radios scheduled for FY23 be ordered earlier before they are discontinued?

Lt. Graham clarified the point that the radios being purchased were new models and not the same as the current models that were being discontinued.

4. BP asked what the status of the Police Station renovation project was?

Chief Bongiorno answered that the project could move to the schematic design phase with the Selectman's recent decision to relocate the Historical Society to Old Town Hall. Chief Bongiorno noted that Senator Barrett has placed a \$1m earmark into the State's budget to offset the \$2.9m cost of the renovations.

2. Bedford Fire Department: FY 2020 Capital Projects Review

- a. Chief Grunes provided an overview of the FY20 Fire Department's Capital Plan requests. Chief Grunes noted years FY21-FY25 of the Fire Department's 6-year Capital Plan have not changed since the initial presentation given on June 27th.
 - i. A comparison of the increased call volumes for the Fire Department from 2008 to 2018 was given. The increase in calls has correspondingly led to an increase in vehicle usage and replacement needs.
 - ii. Equipment requests were as follows:
 1. **Zoll cardiac heart monitor** replacement (\$38.1k): the current heart monitor was purchased in 2012. The requested model has newer, advanced technology. The older model will serve as a secondary piece of equipment.
 2. **Forestry 1 Service Vehicle** replacement (\$150k): the current vehicle was purchased in 2001 and has exceeded its estimated useful life. The vehicle has major corrosion issues resulting in significant maintenance costs.
 3. **Ambulance 1** replacement (\$290k): the current vehicle, purchased in 2011, has 100k miles on it. The vehicle has significant corrosion issues that call into question its reliability. The lead-time for receiving a new vehicle is 16-30 months which would put the current vehicle at the end of its estimated useful life.
 4. **Squad 1** replacement (\$325k): purchased in 2010 the vehicle is approaching its 10-year estimated useful life. The vehicle is experiencing significant corrosion which is compromising its mechanical reliability. The vehicle has incurred \$50k in repair costs in the last 5-years.
 5. **Hostile Event Equipment** purchase (\$18k): request for the initial purchase of equipment to meet the National Fire Protection Association minimal standards (NFPA 3000) for dealing with an Active Shooter/Hostile Event (ASHE) or Mass Casualty Incident (MCI). The request is specifically for Personal Protective Equipment (PPE) and Mass Casualty Trauma supplies for EMS and fire responders.
 6. **Off-road Utility Vehicle** purchase (\$30k): request for a multi-purpose utility vehicle to access the 30+ miles of Town railway trails. Since 2004 the Town has increased its trails by 20%. Current fire equipment is not capable of accessing a significant portion of the trails due to the size of the vehicles: only 5 of the 30+ miles of trail can be accessed with current equipment. Additionally, the vehicle can be used for high-density events such as sporting activities and Bedford Day.
- b. Chief Grunes updated the CEC on the need for a replacement for Engine #3 (\$590k) in FY21. The truck was originally purchased in 2007 and has incurred \$77k in repairs and maintenance over the past 5-years. The truck's frame also has substantial corrosion.

Questions and Responses

1. SS asked what causes the corrosion? Is it the way we treat our roads during storms?

Chief Grunes stated that in the instance of Engine #3 the manufacturer didn't protect the frame properly. The weather stripping on the frame was designed to protect the frame from corrosion but in fact it had the opposite effect. Chief Grunes stated that the Fire Department is coating the undercarriage of its vehicles with a thick undercoating to prevent corrosion. Other Towns have utilized the coating and have experienced success.

SS asked if the Town's vehicles are meeting their estimated useful life?

Chief Grunes noted that the vehicles typically do and several have exceeded their useful life: an example is the Forestry #1 Service Vehicle which was purchased in 2001.

2. BP asked what the status of the new Fire Station was?

Chief Grunes stated that other sites are being explored as the current site would not meet the needs of the Department going forward. There is the possibility that a new site could be purchased in FY20. Funds for the purchase of a new site are included in the \$18m estimate for FY24. The current 6-year plan calls for schematic drawings to be completed in 2-years, followed by construction in 4-years.

3. JC asked that the \$18k purchase for an ASHE or MCI is for this year alone, are there costs going forward additional purchases?

Chief Grunes stated that he had intended to pay for future equipment purchases through the Department's operating budget.

JC stated that the Police Department capitalizes the purchases of its vest and wondered if there should be consistency in how these items are purchased by Fire and Police?

Chief Grunes answered that he would not be opposed to it but noted that there are currently differences as to how Police and Fire handle these types of purchases (e.g., mobile radios).

4. ED asked if the \$18k for Hostile Event Equipment was for vests only?

Chief Grunes noted that the ballistic package included the following:

- a. ballistic vests
- b. helmets
- c. gloves
- d. flashlights
- e. mass casualty kits
- f. extraction sleds.

5. BB asked how will the utility vehicle be transported to incidents and where will it be stored?

Chief Grunes answered that the vehicle is street-legal and can be driven to the incident site. The vehicle is capable of a maximum speed of 35 MPH. The vehicle would be stored under a tent along side of the Fire Station with the boat/ice-emergency equipment.

3. Review and approve minutes

No minutes were presented for review and approval.

4. New Business

JC asked for the status of the requested interest rate sensitivity report?

Mr. Rosen indicated that Finance Director Victor Garofalo has been informed of CEC's request to perform a sensitivity analysis, and that he would follow-up with Mr. Garofalo to see the status of the request.

5. Next Meeting Dates

Next scheduled meeting dates: **November 7th, 28th, December 5th, 12th.**

6. Adjournment

Motion to adjourn made by BB and seconded by SS. Approved by a vote of 7-0-0.

The meeting was adjourned at 8:14 PM.

Respectfully submitted by John F. Carbone, Clerk.

