

Cromwell Fire District

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FIRE DISTRICT OFFICE
WATER DIVISION

FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

BOARD OF COMMISSIONERS **Special Public Safety Tower Committee Meeting**

Friday, June 9, 2017

10:00 AM

**1 West Street
Cromwell, CT**

Present: Donald Swanson (Co-Chair), Police Chief Denise LaMontagne (Co-Chair), Police Captain Kevin Vandersloot, Executive Director Michael Dagostino, Operations Director S. William Jarzavek and Commissioner Roger Rukowicz. Town Manager Anthony Salvatore and Commissioner John Hamlin were absent.

- I. Call to Order. The meeting was called to order at 10:04 AM, by Co-Chairman Swanson.
- II. Approval of Agenda. A motion was made by Mr. Jarzavek, seconded by Chief LaMontagne and unanimously approved to accept the agenda as submitted.
- III. Approval of the Minutes of May 12, 2017. A motion was made by Chief LaMontagne, seconded by Mr. Dagostino and unanimously approved to accept the minutes from the Public Safety Tower Committee Meeting of May 12, 2017, as submitted.
- IV. Public Comment. There were no public comments to report.
- V. Old Business
 - A. Proposed Budget. Mr. Dagostino distributed copies of a proposed budget worksheet for the Tower Fund for the 2017/2018 fiscal year. A copy is attached to the minutes on file in the Fire District Office. It shows the budget, actual and variance for the prior two fiscal years with a proposed budget for 2017/2018. This year is different because there is no Tower Manager. He noted that the Capital Outlay item was changed from \$50,000 to \$4,700. He stated that everything else is in line from what has been done in the past. He asked for any other information to add to this document or if there were any questions on any items. The Police Chief and Captain asked about the District Administration Fee and what that was referencing. The figure did not show up on the financials that were distributed last month dated May 31, 2017. Mr. Dagostino did not have any information about that account. He will follow up and get back to the Committee. Chief LaMontagne asked about Capital Outlay accounts showing improvements to either the PD or FD. She asked what types of expenses those have been in the past. Mr. Dagostino replying that he did not believe they were ever used, but are there as a place mark. Mr. Dagostino addressed the Communications & Tower Manager expense. Currently the Tower is being managed by Mr. Alvarado, Mr. Jarzavek and Mr. Dagostino. It is anticipated that these responsibilities could be handled by a vendor to manage the Tower.
 - B. Structure Analysis – Foundation. The District was asked by the Communications Manager of Middletown if we could accommodate Middletown by putting additional

microwaves on the Tower. Mr. Dagostino passed along that information to Ignacio Artaiz (Naish). It was learned that the Code has changed that calculates the load bearing on towers. There is something called an Ultimate Skin Friction requirement or calculation that is added to the load factor. If the new Code were implemented on Cromwell's Tower, the load factor would be at maximum capacity. Nothing would be able to be added. A geotechnical study is recommended by Naish for the Shunpike Road Tower. That study would cost approximately \$4,500. Also, a State Housing Preservation Office Report (SHPO) and NEPA report were requested by Mr. Bartolotta, Middletown's Communication Manager. Naish has reported he is not aware of an SHPO report. If a NEPA report was done, it would have been done by AT&T at the time of development. The District needs to reach out to AT&T for a copy of that report. Mr. Dagostino has put placeholders in the budget in case a NEPA or SHPO report needs to be done. In order for Naish to do an analysis under the new codes with the additional antennas Middletown is proposing, he would charge \$3,600. Middletown is willing to pay that price to have the analysis performed. Naish is not aware of a Geotechnical study being done. The new requirements include the Ultimate Skin friction study. The last analysis put the Tower at 87% capacity. With the code change and Middletown's additional loading, the foundation would approach its full capacity. To analyze the foundation with the new code, it is recommended by Naish that a geotechnical study be performed on the tower at a cost of \$4,500. He has pointed out he could do \$3,600 but not the \$4,500. There was additional discussion regarding what is on the tower and what contracts the District has. Mr. Dagostino has asked Attorney Deneen to contact Attorney Petrella to determine if we can request copies of all the leases on the Tower. Mr. Swanson was asked because of his historical knowledge of the Tower, if any private entities were allowed on the candelabra. Mr. Swanson did not have any knowledge of private entities being allowed. Mr. Dagostino noted that someone employed by Sprint was at the Tower verifying they were at the top of the candelabra. Mr. Dagostino is recommending a structural analysis be done.

There was a question regarding the District Administration fee of \$6,000 in the proposed budget. It was determined to be a Water Division expense used to maintain the Tower's building and grounds. Chief LaMontagne had a question about the Capital Outlay for PD and FD improvements in the budget. She asked what the fund had been used for in the past. It was used for equipment upgrades. Mr. Dagostino reported that the money was earmarked, but never really used. That funding was reduced for the next budget to \$25,000.

A motion was made by Chief LaMontagne, seconded by Mr. Dagostino and unanimously approved to accept the proposed budget as submitted noting that the District Administration fee will be renamed the Water Division fee.

There was continued discussion regarding the Structure Analysis for the Foundation at the Tower. It is not known whether or not things are on the tower that belong there which means it is not known if there is enough capacity for any additional load. What is driving the analysis is the request by Middletown to add to our tower. Cromwell would like to accommodate Middletown. Mr. Dagostino stated that the quickest way to find out what is on the tower is to proceed with an annual inspection. He has reached out to Northeast Tower for this service but has not heard back from them.

- C. Annual Inspection Reports. Mr. Dagostino reported that if the inspection is taken care of in the past there was additional steel that was added to make the tower stronger as well as some welding to be done. Painting over the wells was also part of the process. It was agreed that Northeast Tower would be doing the painting at no charge. The paint should have lasted longer than it did from the last inspection. An annual inspection issue is also that there is a high definition camera that has been sitting in a box in the radio room for over a year. It was an expensive item and was meant to be at the very top of the tower.

Tower 6-9-17

There was never a plan in place to install it at the top of the tower. Although that is where it should be located.