

# Cromwell Fire District

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FIRE DISTRICT OFFICE  
WATER DIVISION

FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

**BOARD OF COMMISSIONERS**  
**Public Safety Tower Committee Meeting**  
**Friday, September 8, 2017**  
**10:00 AM**  
**1 West Street**  
**Cromwell, CT**

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

- I. Call to Order. The meeting was called to order at 10:02 AM, by Co-Chair LaMontagne.
- II. Approval of Agenda. A motion was made by Mr. Dagostino, seconded by Captain Vandersloot and unanimously approved to accept the agenda as submitted.
- III. Approval of Minutes of June 9, 2017. A motion was made by Mr. Salvatore, seconded by Mr. Dagostino and unanimously approved to accept the minutes of the Public Safety Tower Committee Meeting of June 9, 2017, as submitted.
- IV. Public Comment. There were no public comments to report.
- V. Old Business
  - A. Tower Mapping. Mr. Dagostino presented a map of the tower in the Tower Mapping Report and also presented the Tower Inspection Report. Both reports have been forwarded to the District's consultant, Naish Artaiz. Mr. Artaiz is using the reports to develop the load factor study with the new code which will require wind friction to be included in the calculations. The tower mapping indicates who is where. There are three commercial cell vendors on the candelabra. There are antennas there that don't seem to be functioning or connected to anything. Mr. Salvatore noted that there were spares that were installed. One was for the Police Department and one for the Fire Department. Mr. Dagostino stated that Northeast is finished with that portion of their annual work. The wells that were showing some signs of surface rust have been corrected and resprayed. The District is waiting for the load factor report from the consultant. The District is waiting for the geotechnical report, and the City of Middletown did pay for the load study so that they could make a modification. All of those issues are related so the District is waiting for both of those results from the District's consultant.
  - B. Annual Inspection Report. Mr. Dagostino had distributed this report with the Tower Mapping Report. Since the one copy was given to the Co-Chair, the recording secretary was instructed to scan both documents and email to Committee members.

- C. Monthly Financials. The Financials were distributed for review. Mr. Dagostino explained that the most glaring was the Insurance item. An amount of \$1,000 was budgeted for the insurance premium because it was unclear what the premium was going to be. The true premium is \$4,389. Obviously the \$1,000 was under budgeted. Mr. Dagostino reported that all other items were relatively static. The year-end numbers have not been distributed. It is anticipated that year-end numbers will be available at the next meeting.
- D. Tower Manager Position. Mr. Dagostino explained that currently the Tower Manager duties are being performed between Mr. Jarzavek, Mr. Alvarado and Mr. Dagostino. There have been situations where there have been individuals needing access, and there has been someone available to accommodate those individuals between Mr. Jarzavek and his staff and Chief Terenzio and his staff. Mr. Dagostino proposed that the Tower Committee utilize Mr. Alvarado as the point person for the Tower Manager position going forward. He has the IT background and has demonstrated that he understands how the Tower functions and the technology around it. The leasing or negotiations of a lease may be the only area where Mr. Alvarado may be weak. Mr. Dagostino feels that between the Committee and Mr. Dagostino's real estate background, the leasing issue can be handled. The idea of hiring an outside contractor as discussed at the last meeting has become challenging. He doesn't know anyone who might be interested in working on a contractual basis. He asked the group if they knew of anyone that would want to work in a Tower Manager capacity on a contractual basis. The issue in recruiting someone is finding an individual with the proper skill set at a salary that the District can afford. He was asked how Mr. Alvarado's salary would be subsidized. It was noted that the previous Tower Manager's salary was subsidized by the Tower Fund. Presently, Mr. Alvarado's salary is paid by the District. The subsidy will have to be determined by how much of Mr. Alvarado's time per week is spent on Tower business. That percentage will be paid by the Tower Fund.

A motion was made by Mr. Dagostino, seconded by Mr. Salvatore and unanimously approved to utilize Angel Alvarado as point person for the Tower Manager position.

## VI. New Business

- A. Annual Distributions. Mr. Dagostino reported that the annual distributions will be coming next week. In the meantime he received an email from Premier Accounting. They are going through the audit process and have begun the audit for the District. A couple of questions came up on a couple of invoices for the Tower Fund. One invoice is dated June 30, 2013. The amount of this invoice is \$23,611.53. There is no record of any payment directly to the Police Department for the invoice, but there is a record of payment to vendors for PD upgrades/improvements on the tower. There is \$7,600 for Marcus Communications on April 30, 2014, for Cromwell Police Stock System, and \$15,772.40 paid to Motorola Solutions on May 1, 2014, for Police Department systems upgrade. The total of those two invoices is \$23,437.19. The payments were recorded as expenses in our fiscal year rather than being applied to the PD balance. Mr. Dagostino needs to determine if the two vendors should have been listed as invoices being applied to the PD balance for that which was due in 2013. Chief LaMontagne recalled that the Stocks were done jointly with the PD and FD, and funds were taken out together. Mr. Dagostino stated that it looked like it was taken out of the District's General Fund and not the Tower Fund. The Chief stated that at the time the Police Department had set aside funding to pay for whatever it was they needed at the time.

The solution for this is if the vendor payment should have been applied to the 2013 balance. There is a balance of \$174.34 due to PD that can be paid with next week's check run. A correcting entry must be done in last year's fiscal year 2017, to "apply the amount of the vendor payments to the 2013 balance." The correcting entry will increase net revenue for fiscal year 2017 by \$23,437.19 and increase the balance due to the PD

for FY 17 by \$11,718.60. Previous minutes need to be reviewed to determine if there is any record of authorizing the payment for Motorola. The only explanation on the invoice states it was for a PD system upgrade. It was suggested that minutes be reviewed first, and if there isn't any information on it, contact Motorola.

- B. CFD Utilizing the Tower/Antennae on Town Hall. Mr. Dagostino reported that this issue is a request. The District has contracted with Norcom to do an analysis on how to correct the radio system in general for the District and how to get better coverage in Town. A site survey was done a week or so ago. Mr. Dagostino drove around Town with Norcom to test certain areas in Town to determine if repeaters/transmitters/receivers are needed. One of the places was Town Hall. There is an antenna located there. It would be helpful to the District and they are requesting to be given access to that antenna to install some of their equipment on it. Mr. Dagostino is not sure if the need is for transmit and receive, but he thinks it is just receive that that is needed. Mr. Salvatore stated that he does not have any objections, but will take it to Council just to make sure. Mr. Salvatore will need an analysis of the Tower to make sure it can handle the extra weight. Mr. Dagostino will be asking Mr. Artaiz to perform the analysis. Mr. Salvatore clarified that he will not be asking Council for their permission, but rather advising them of the District's request. Mr. Dagostino will try to get more specifics regarding what is needed.

Captain Vandersloot had some follow up questions from the last meeting. He asked if Kinsley had been scheduled to service the generator, and it had been done. The cameras at Chemfeed have been repaired. The District needs to make sure the Police Department has access to it. The paving project at the Tower has been approved. Mr. Salvatore reported that he instructed the DPW Director to have the road paved, but to contact Mr. Jarzavek first because the Water Division staff will be doing the prep work.

- VII. Adjournment. There being no further business, a motion was made by Mr. Salvatore, seconded by Mr. Dagostino and unanimously approved to adjourn the meeting at 10:30 AM.

Respectfully submitted,

Chief Denise Lamontagne  
Co-Chair

Nancy Deegan  
Recording Secretary  
9-12-17