Capital Plan Commission Regular Meeting
Meeting Minutes

Monday, April 28, 2025, at 6:04 p.m.

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1. **Call to Order.** The meeting was called to order at 6:04 p.m.

2. **Pledge of Allegiance.** The Pledge of Allegiance was recited.

3. **Roll Call.** Members present included Mayor Joseph DiMartino, Mr. Kurtyka, Ms. Widomski, Ms. Ezzo, and Mr. Gildea, Mr. Hyder was excused. The record reflected that five members were present.

4. **Additions, Deletions, Adoption of Agenda.** There were no additions or deletions to the agenda. The agenda was accepted as presented.

5. **Public Portion.** The Chair opened the public portion and called three times for anyone from the public wishing to speak. Hearing none, the public portion was closed.

6. Review and Recommendation to the Board of Aldermen/Alderwomen Regarding Updated 2024–2025 LOCIP Allocations and Capital Expenditure Line Items. The Commission reviewed the updated 2024–2025 LOCIP allocations and capital expenditure line items as recommended by Mayor Joseph DiMartino**.**

Motion: Mr. Gildea moved to recommend the updated 2024–2025 LOCIP allocations and capital expenditure line items as recommended by Mayor Joseph DiMartino to the Board of Aldermen/Alderwomen. Seconded by Mr. Kurtyka. There was no further discussion. The motion carried unanimously by voice vote.

7. **Review and Discussion of Proposed November 2025 Bond Referendum for Capital Needs.**

The Commission discussed a proposed November 2025 bond referendum in the amount of approximately $5 million for capital needs discussion only. This item was for discussion only.

Brian Hall, representing the City of Derby, reviewed the Mayor's recommendations for a potential bond referendum. He stated that the proposal identified approximately $5 million in capital items based on feedback from City directors, commissioners, and other stakeholders. Items discussed included replacement of the Fire Department radio system, a fire engine replacement, a rescue truck, large dump trucks, a chiller for the Board of Education, and an HVAC system for the Library. Mr. Hall noted that a contingency amount was included because costs may increase as the list is finalized.

Mr. Hall explained that, even if a referendum were approved for the full amount, the City would not necessarily borrow all funds at once. Instead, borrowing would likely be phased as bills become due, particularly because larger equipment purchases may take several years to be delivered. He stated that the City could likely absorb the proposed level of borrowing and that funds would be raised as needed over time.

In response to questions, Mr. Hall confirmed that the proposal included two large dump trucks, a complete replacement/overhaul of the Library HVAC system, one fire engine replacement, and a rescue truck.

Members discussed the cost of borrowing and asked for additional information regarding different borrowing scenarios. Mr. Hall stated that the likely repayment duration would be approximately 15 to 20 years, although other durations could be reviewed.

A request was made for schedules showing the approximate annual and total borrowing costs for possible referendum amounts, including $5 million, $7 million, and $10 million, over varying repayment periods. Mr. Hall agreed to prepare figures showing different scenarios, including estimated principal and interest costs.

The Commission also discussed future fire apparatus needs. It was noted that certain Fire Department vehicles are overdue for replacement and that some apparatus may have lead times of approximately four years. Members expressed concern about ensuring that the City considers long-term fleet replacement needs and avoids addressing critical equipment needs in a piecemeal manner.

Mr. Hall stated that any additional items not included in the proposed list would require further review and potentially a similar process in the future. He explained that the Commission could consider whether to address additional items now or revisit them through a future referendum process.

Mr. Hall further explained that, once the requested $5 million, $7 million, and $10 million scenarios are reviewed, the Board may better understand the financial impact of adding additional equipment or phasing projects over several years. He stated that the City has been working to improve its financial position and that continued progress, including improved audits, would help demonstrate stability to the financial markets.
The Commission discussed the City's bond counsel and current borrowing capacity. Mr. Hall indicated that approximately $5 million was a reasonable amount to seek at this time and that future borrowing could potentially be considered if the City's financial condition continues to improve.

8. **Adjournment.**

A motion was made by George Kurtyka to adjourn the meeting and was seconded by Jim Gildea. The motion carried unanimously by voice vote.

There being no further business, the meeting was adjourned at 6:19 PM.

Respectfully submitted,
Jennifer Desroches