

Capital Improvement

Committee meeting minutes of September 1, 2020

Members present: Jack Dearborn, Steve Roberts, Gary Shelto, Stu Richmond, and Jon Osborne
Selectman Rep.

Others present: Tom Clow, Finance Committee, Keith Erf, Finance Committee, Beth Rouse Finance Administrator, Naomi Bolton, Town Administrator and Kelly Dearborn-Luce, Land Use Coordinator,
Department Heads present: Police Chief Chris Moore and Fire Chief Robert Vezina.

Chair Jack Dearborn opened the meeting at 8:30AM.

Chair noted that new officers are to be appointed. Steve Roberts made **a motion** to nominate Jack Dearborn as Chair and Stu Richmond as Vice-Chair. Motion was seconded by Gary Shelto, all voted in favor.

Police Chief Moore submitted the Police Department proposals for the CIP year 2020-2029.

Assessment of Public Safety Radio Communication System. Proposed cost for study =\$29,500.

Chief spoke about the need for updated communications system and the study will provide an assessment to determine what needs to be improved or replaced in order to obtain a reliable system of communication.

Sgt. Maguire spoke about the need for the study to provide an analysis and address areas of concerns, particularly with the “dead spots” of reception.

Chair Jack Dearborn spoke about the obstacles with the data base, repeaters and antennas.

Chief presented the Asset Lifecycle Program handouts. Proposed cost = \$39,500.

The Police Department has adopted an asset lifecycle program to ensure acquisition costs are dispersed throughout the cycle to ease the financial burden to the taxpayers. Adopting a life-cycle plan will reduce excessive repair costs on vehicles.

Committee members reviewed the Methodology of the program which involves three phases. Chief mentioned that NH RSA 281-A:64 addresses employee safety and studies show that poor vehicle fit & design result in Officers unnecessary injuries.

The asset selected for future vehicle purchases is the Chevy Tahoe.

Chief and Committee members discussed the vehicle rotation plan, mileage and use of vehicles. Chief would like to propose the 5-year lease of 3 Tahoe vehicles at a cost of \$39,500.00 for next year. Chief is recommending a vehicle purchase as part of the program in 2023 and then the cost for purchasing one vehicle a year being placed in the budget beginning 2025.

Chief spoke about some to the operational budget line items that may help with cost of the program.

Jack offered to work with the Chief on the communications study.

Committee thanked the Chief, Sgt. Maguire and Lt. Hebert for their time and service to the Town.

Fire Chief Vezina submitted the Fire Department proposals for the CIP year 2020-2029.

Chief presented a proposal for the Utility Pickup Truck. Proposed cost =\$75,000.00

This is a replacement for the support vehicle and the existing (older) one will be given to the DPW.

Chief said the planned replacement of the first line fire, medical and support vehicle that provides public safety and used to plow when in emergency, will serve as the day-to-day utility truck.

Ambulance Cot (Equipment replacement) Proposed cost =\$52,000.00

Chief said the current ambulance cot is aging and a new cot could be transferable from one vehicle to another.

The new proposed cot will only require two operators and it raises and lowers with touch of a button. The new cot would minimize potential injuries to Fire Department personnel.

Apparatus Repair Proposed cost = \$20,000.00

This proposal is for the fire pump in the engine.

Engine 2 pump is aging and showing signs of possible failure.

Equipment Replacement – Cardiac monitor/Defibrillator Proposed cost = \$75,000.00

Chief said the current units are 10 years old and replacement parts are scarce.

Apparatus Replacement – Ambulance Proposed Cost = \$300,000.00

Chief said ambulance 2 will be replaced. They do rotate vehicles.

Jack asked what the mileage is for the ambulance, and Chief will provide that later today.

Apparatus Replacement – Fire Engine Proposed Cost = \$500,000.00

Chief spoke about the need for replacement of first line vehicles (for 2025) to provide public safety and minimize operational costs for vehicle maintenance and repairs.

Apparatus Replacement – Fire Tanker Proposed Cost = \$400,000.00

Chief proposed new tanker for 2027. The tanker truck is required due to lack of hydrants.

Committee and Chief discussed the current revenues and budget items in the department.

Jack discussed the Police Department proposal regarding the study of the current communication system and hopes that the both Departments are involved with the study as both Departments share the communication system.

Committee thanked the Chief for his time and service to the Town.

No further Departments present. Next scheduled CIP meeting is September 15th.
Meeting adjourned at 10AM

Respectfully submitted,
Kelly Dearborn-Luce

Minutes approved as amended on 9/15/20