

Capital Improvements Program Committee (CIP)

MINUTES

August 30, 2022

APPROVED: 9/22/22

AGENDA: DEPARTMENT HEAD MEETINGS – FIRE / POLICE
REVIEW/EDIT CIP PROGRAM INFORMATION FOR THE WEBSITE

ATTENDING: Randall Kelly (Chair), John Bianchi, Joe Lukeman

ABSENT: Steve Favorite, Don Milbrand (Select Board Representative)

OTHERS: Christina Goodwin (Land Use Manager), Ben Laroche (Fire Chief), Jim McIntire (Police Chief)

CALL TO ORDER: Mr. Kelley opened the meeting at 5:20 pm with quorum.

NEW BUSINESS - DEPARTMENT HEAD MEETINGS

FIRE DEPARTMENT – Chief Laroche

Chief Laroche reviewed the Department CIP list with the Committee. He raised concerns with replacement costs of the Ladder Truck, Engine 4, and Engine 2, pointing out the Equipment Reserve Fund. He stated the next few years may get interesting. He added that the manufacturers will outpace municipal budgets and if pricing continues as it is there may not be opportunity to purchase a new truck without having to finance part of it. He suggested that reserve and doing massive overhaul of trucks may get the Town another 10-15 years. He stated that there may be the same issue with the air packs. He referenced that Mr. Milbrand has done a lot of work to make sure funds are in match with good cash flow to purchase without financing, but with market changes anticipated this may not be the case in the future. He felt that if a truck were to be purchased today, he would be looking at about \$600,000, so planning may need to change based on watching the apparatus market. A consideration may be to increase the reserve fund amounts.

Mr. Kelley asked if the Chief's concern was that not enough would be available at time of purchase when necessary. Ms. Goodwin asked how the base reserve fund amounts were determined for the CIP Worksheet. The Chief stated that initial launch number was good, and a percentage increase anticipated. He added that there were also some years that the Reserve Fund was not funded. Mr. Kelley followed up Ms. Goodwin's question by summarizing "Why wasn't more money requested." He stated that it is an issue to consider and cost increases is something the Town must face.

Mr. Lukeman asked about the condition of the ambulances. The Chief stated that A2 was in good shape, and he talked about the maintenance schedule. He said he is looking to replace A1. He is meeting with the manufacturer soon and anticipates locking in today's pricing. He stated the Reserve Fund is working well for the ambulance replacement schedule.

He went on to discuss status of other vehicles and anticipated replacement schedules with the Committee. With the use of a previous Highway vehicle and refitting it, the removal of the Forestry Truck from the CIP schedule was anticipated for next year. He also stated that he might need to replace the Command Vehicle a little earlier than scheduled.

Other equipment and repairs were discussed with anticipation that costs for replacement would rise.

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FIRE DEPARTMENT – Chief Laroche - continued

Mr. Lukeman asked the Chief what he recommended for an increase to the Capital Reserve Fund. Chief LaRoche said he did not really have any recommendation, as Mr. Milbrand monitors this.

Ms. Goodwin reviewed the changes to the CIP schedule with inclusion of the 2022 Utility Pickup with a 12-year replacement and cost and removal of Forestry Truck next year. Notation was made regarding earlier replacement for Command Vehicle.

The Committee will talk with Mr. Milbrand to assess pricing issues for truck schedules and determine if any increase amounts to the Reserve Fund are necessary.

The following items were amended:

- Line 40 FD Equipment Reserve Fund – it was recommended to review the amounts being allocated to determine if they should be increased.
- Line 48 Forestry Truck – the truck is anticipated that it will be removed from the report either this year or next year.
- Add new line for new truck – 2022 Pickup – 12 year life expectancy – 2034 Replacement year - \$60,000 replacement cost

POLICE DEPARTMENT – Chief McIntire

Chief McIntire stated that the CIP plan is dialed in well with replacement of a vehicle every year. Timing delays created by supply chain issues has delivery of vehicles backed up somewhat, but all is working out now that by Town meeting new delivery and new purchase happens . The order of replacement is in good shape.

Further discussion followed concerning other lines of the CIP plan. Changes would be made in the plan once the new cruiser is operational. The Chief said he would like to continue with the K9 program, and that vehicle is just for that program separate from rotation schedule of cruisers. Typically, this vehicle has a longer life due to its limited use to one officer and the program. The Chief suggested that the Security System line may not be needed any longer with anticipation of new building and system. Mr. Lukeman suggested that replacement cost information will change for recent purchases and projections might need to be increased based on actuals and percent increase. Mr. Lukeman clarified amounts to be changed for the narrative. Chief McIntire said there were no new anticipated projects with the new Safety Building pending.

The following items were amended:

- Line 6 Police Cruiser Capital Reserve Fund – Change 2023-2024 to \$54,000 and change 2025-2026 to \$56,000
- Line 7 Video Security System – remove
- Line 11 Ford Explorer 514-4 – Update current model year to 2022, change replacement year to 2028, and change replacement cost to \$56,000
- Line 14 For Explorer 514-7 – Add life expectancy of 6 years, add replacement year of 2024 and add replacement cost of \$56,000

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Ms. Goodwin showed the Committee what was currently on the Town website and an update worked on by her and Mrs. DeStefano for the Committee's consideration. Discussion followed regarding separation for School District and Water/Sewer. In addition, the Committee recommended to leave out items like Committee members names so it would not need replacement each year. Mr. Lukeman stated it might be helpful to explain relationship and reporting for Planning Board and Budget Committee. Ms. Goodwin stated the first paragraph speaks briefly to the relationship to other Boards and Committees and this information was reviewed. She asked if any other comments or changes were to be added. Based on discussion, she will update this and post to website.

MINUTES: The August 16, 2022 minutes are ready for editing by Ms. Goodwin, but were not ready for the meeting.

COMMUNICATIONS:

Town Administrator Search Update - Ms. Goodwin updated the Committee to the changes in staffing in Land Use and announced she will be moving to the position of Interim Deputy Town Administrator until January and then taking the position of Town Administrator at that time.

REVISED MEETING SCHEDULE: Ms. Goodwin presented the new meeting schedule which was set up so all members could better participate and still meet the deadlines for reports to Planning Board, Select Board and Budget Committee.

CIP NARRATIVE UPDATE: It was determined that Mr. Lukeman would again provide the CIP narrative. Ms. Goodwin will send the 2022 narrative in word electronically to Mr. Lukeman. She will also share her notes with him for his work on the 2023 narrative.

NEXT MEETING: The next meeting is scheduled for Thursday, September 8, 2022, at 7 pm.

ADJOURNMENT: With no other business, Mr. Lukeman motioned to adjourn. Mr. Bianchi seconded. The motion carried 3-0-0 and the meeting adjourned at 6:38 pm.

Respectfully submitted,
Janet Cote
Land Use Associate