

GOFFSTOWN CIP COMMITTEE
MINUTES TO MEETING OF MAY 19, 2016

In attendance were Tim Redmond—Planning Board Representative and Chairman, Earl Carrel—Vice Chairman and Community at Large Member, Ray Labore—Community at Large Member, Mark Lemay—Selectman’s Representative, and Michael Smith—Budget Committee Representative. Also in attendance were Darrell Halen—GTV audio/video technician, and Gail Labrecque—Recording Secretary.

Tim Redmond called the meeting to order at 7:00 pm. He asked the Board to introduce themselves.

Ray Labore made a motion to elect Earl Carrel as Vice Chairman. Mike Smith seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

ORGANIZATION

Tim Redmond said we have a practice of not going past 9 pm unless we have a vote to extend the deadline. He asked when the individual members can’t be here On June 2, he won’t be here. Jim Raymond is his alternate.

Earl Carrel said he won’t be here on June 30.

Ray Labore said he can’t make the August 18th session.

Tim Redmond said the CIP handbook in our binders, describes objectives and policies. The purpose of the CIP committee is to set forth a plan for the Town’s spending over a 5-7 year period. We look to make sure the requests meet the goals of the Master Plan and meet the required parameters. We will accept the requests, review them, and sometimes move them around. We are trying to create a plan for submission to the Planning Board. Then the Board of Selectmen reviews it and then the Budget Committee. We are not a budget committee. We don’t cut lines in anyone’s request but possibly move them around. We are a planning committee who tries to prevent spikes in tax rates. We don’t want it to load up one year and have another be light. That’s not good planning.

Ray Labore said the clarification will help us with our work here. If we attack it as a planning committee and make recommendations rather than absolute cuts.

Tim Redmond said RSA 674 is what authorizes the CIP. It clearly defines our intent, purpose, limits and mission.

GRASMERE WATER PRECINCT

Tina Daniels said as for now they have no capital improvement projects planned for this year. They are just starting to look into the process into replacing 1500 feet of pipe on Mast Road.

Tim Redmond said there are several departments that come that are not tax supported entities. The sewer and water precincts are self-funding enterprises. They report to us as a courtesy. We have no authority to delegate and dictate their activities.

Earl Carrel said the sewer and water commissions report to us, giving an idea for the matrix.

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GOFFSTOWN VILLAGE WATER PRECINCT

There was no presentation by the Goffstown Village Water Precinct.

FIRE DEPARTMENT

Tim Redmond congratulated the Fire Chief for his efforts in getting the Fire Station approval done.

Chief O'Brien said they had a kick off meeting with the construction firm and architects this week. They are on track to break ground in July. They met with the architect this week. The Fire Department is heavily reliant on CIP. He'll talk about 2017 and then the overall matrix and the next 6 or 7 years. Besides facility improvements, apparatus is the high ticket items for us. Prices have skyrocketed. The engine and emission requirements have been a cause of that. It's important to prepare for that and we have been with the CIP process. The equipment cost has now spanned over \$25,000 mark. We are about to embark on the Church Street Fire Station but can't ignore the other facilities that need TLC. The vehicles Now that apparatus can be so costly it's important to try to eliminate a tax spike. The capital reserve fund is important. The past few years the town has contributed \$225,000 per year. We'd like to continue that. Next year we have the replacement of engine 1. It was deferred previously. Because the build time can take almost a year, and with the cycle of the approval process of the town, we anticipate a 6% cost increase. It will take two vehicles and build 1 rescue pumper. If the pump were to fail today and become useless, it would still take a year to replace it.

Tim Redmond said we showed a \$200,000 balance in the capital reserve fund from 2015. Is that correct?

Chief O'Brien said we included \$225,000 from 2015 and also from last year.

Earl Carrel said that check just came in. There is probably about \$550,000 in there, he thinks.

Chief said last time he talked to Don Borrer in Finance there was about \$568,000.

Tim Redmond said he's looking at the line for the capital reserve fund balance and sees none. We thought you should have \$200,000 in capital reserve. With this year's deposit you should be close to paying cash for that engine.

Chief said there should be at least \$425,000 in that fund. We are close. It should be close to \$586,000.

Jon O'Rourke said it is in line 47.

Earl Carrel said it shows on line 44.

Chief O'Brien said the \$568,000 isn't what's in the bank today. It doesn't include what came in today. We are also requesting the \$225,000 from the March vote. It wasn't included because we didn't know what the vote would be.

Tim Redmond said on line 24 there should be a memo that there is off setting revenue.

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Ray Labore said project forms do indicate the funds. Should the funding source on line 24 reflect both the capital reserve funds and appropriations?

Chief O'Brien said we would need to discover the balance needed, and it would come from tax appropriation. He didn't know what the vote would be for another \$225,000 in the capital reserve. He'll be budgeting in his 2017 budget.

Tim Redmond suggested he request that amount with a portion of the amount from a tax appropriation. He can't count on the capital reserve request. We moved it out a year to give a better chance on it being approved.

Chief O'Brien said we are replacing Boat 1. We operate with two rescue boats at this time. They are very active in the summer. The request is \$20,000. It doesn't meet the threshold.

Earl Carrel said there is an exemption and you qualify if it is a motorized vehicle with greater than a three year life span. So it would qualify.

Tim Redmond said we have a second one in 2020.

Mike Smith asked if the rescue pumper it would be stationed at Church Street.

Chief O'Brien said it would be at Mast Road.

Mike Smith asked if it would fit into the building.

Chief O'Brien said it would, without any problem. Engine 6 will go up to the Tirrell Hill station. In 2017 we are replacing thermal imaging cameras. The set we currently use was purchased in 2003 and is at the end of its lifespan given the improvements in technology since then. With technology today we could see flames and items beyond the flame. The batteries last longer. What we have now doesn't last long and often shuts down during operations. We are asking for four units. It will get one on every front line engine and the tower unit.

Tim Redmond said that is four units. That might be a budget item, not a capital improvement item.

Earl Carrel compared the request with the SCBA's. They were roughly about \$6,000 each. We've done the same thing with firearms replacement with police.

Tim Redmond said we have to be careful on this type of thing. It may not meet the spirit and intent of the law. We need to be sure to do it by the book.

Chief O'Brien said the last item for 2017 is replacing a cardiac monitor defibrillator. We've been notified that ours will no longer be serviced after September of this year. We want to replace one unit at

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\$39,000. This will come out of the EMS special revenue account. There will be no tax impact. The capital reserve fund request is the same as the past years. It is to replace apparatus. It would be daunting to replace it straight up.

Tim Redmond asked if he sees the need to accelerate that number in the out years. Or do you want to leave them as place holders the way they are.

Chief O'Brien said he takes the 6 year radar look required by CIP and extends it to 20 years. He maps out the lifespan of the vehicles. Based on experience and quality of equipment we have a good idea when we need to replace a vehicle. We can make adjustments as we go along. But we are close. When we look further out, we want to be close to whatever the target number is. In 2021 where they request another engine, they are close. He hopes to be within 80%.

Earl Carrel asked if, when he did the tower truck a few years back, there was substantial grant money. Is there any out there now?

Chief O'Brien said the grant program is out there but it has been cut significantly over the years. We've attempted other vehicles and have not been successful. It is very competitive.

Ray Labore asked if there is any kind of trade or salvage value for the current value in purchasing the new vehicle.

Chief O'Brien said he may be able to get about \$10,000 for it. They got a better price last time, saving \$30,000, by paying cash up front. And now we are part of a purchasing consortium. That could amount to some good savings.

Mike Smith asked if what he is purchasing will be a standard vehicle or will it have changes done to it to get it the way you want it.

Chief O'Brien said since 1994 the department has purchased custom vehicles and has suited the town well. They have held up very well as compared to a standard truck type of chassis. We intend to follow suit with that.

Earl Carrel said you've had the problem of having vehicles fit in the station.

Chief O'Brien said now we will have the ability to purchase a vehicle that will fit into the space. We will have the benefit of the normal engineered truck.

Mark Lemay said there are current NFPA standards and if the trucks don't meet the standards, they are sold for scrap. The thermal imaging cameras are like looking at a black and white TV. The new ones have a colored image and will allow them to work fast. He thinks engine 1 is a time bomb waiting to explode. He found the problem today. They thoroughly go through the apparatus and will have to be dealt with next week, or we will have to come up with plan B.

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Chief O'Brien reviewed the out years. For 2018 we have a request for a new utility task vehicle. It is a combined request between the Fire, EMS, Police Department, and Emergency Management. It is like an ATV but larger. It can haul personnel, a patient in off road conditions, as well as a small tank and fire pump. Last year this would have helped fight fires on the rail trail. We've already had two fires on the rail trail and one injury, requiring our response. This vehicle would be ideal to aid in response. Otherwise we often have to walk in with equipment. The police thought this would work well for their work in remote areas as well. It would come with a trailer hitch so we could hitch up a boat if necessary. We are requesting \$26,000. It could be registered and roadworthy, or it could be trailered. A lot of other departments in the state have gone this route and had a good outcome.

Earl Carrel said the entire amount is coming out of the fire side.

Tim Redmond said if unused Emergency Management money is available they could use that.

Chief O'Brien said they are looking at a skid unit that goes on the back of this and has patient carrying capabilities. They are approximately \$3,000 to 5,000. For 2018 they are looking to replace an ambulance. They are looking to remount an ambulance. The patient department and chassis are at their end of life due to road use and weight carried. We find with the medium duty chassis the patient compartment areas hold up better. The patient compartment area isn't stressed. We felt we could mount it on a new chaise. The cost of a new ambulance in 2018 would be close to \$245,000. For a remount you are talking about \$175,000. We could get another 10 years out of that truck.

Earl Carrel said the worst of the ambulances would become the reserve ambulance #3.

Chief O'Brien said we want to make sure it stays in good shape. It's not a reserve ambulance. It is used several times per week. It would be purchased out of the EMS special revenue fund. We would also be looking to replace a set of Jaws of Life at a cost of \$45,000. In 2019 we have slated a utility pick up replacement and put on the radar the fire station replacement for Tirrell Hill Road station. We are requesting \$120,000 per year to replace all of our 54 radios over three years—2018-2020. One portable radio is \$6,000 and in the out years it will be more.

Ray Labore asked if upgrades in radios would require the schools to upgrade.

Chief O'Brien said First Net uses a blue tooth type of system. We're not there yet. Maybe in 5-7 years. We'll have to talk then. These will be compliant.

Mike Smith asked about it being 54 radios.

Chief O'Brien said this is the lifeblood of our responders. When put in a hazardous condition, they need a radio. Every seated position needs a radio, and the officers have an assigned radio because they travel around a lot. We have nearly 20 vehicles in our fleet. That is why we have so many radios. We have a patient stretcher in 2019. The cost is \$25,000. Because of their extreme use, we have to project that to

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be a replacement item. The costs have gone sky high and are a CIP item. In 2020 we are replacing an SUV command unit for \$65,000. We also have the capital reserve fund request. We have phase 2 of the portable radios and phase 2 of the patient stretcher project. In 2021 we are replacing Engine 4. We have phase 3 of the patient stretcher project. The Mast Road station is placed in 2021 at \$1,500,000. As we get closer it will be better refined. In 2022 we have the capital reserve request and the cardiac defibrillator monitor.

Tim Redmond thanked him for coming. He said if we have questions we will ask you to come back.

POLICE DEPARTMENT

Chief Browne said the Police Department range, on line 115, is being deleted from the matrix. If information changes over time, he may bring it back. The range shouldn't be a conflict with Parks & Recreation at this time. We'll be able to work it out without safety concerns.

Tim Redmond said we should leave the line but remove the dollar amount.

Chief Browne said they have an ongoing cruiser replacement schedule. There are three vehicles going out and three going in. Ideally he'd like to get to the place of doing three vehicles in one year and two the next. But they are behind right now. We have three cars that are in bad shape. 2017 will be the first year to transition cars to a back-up unmarked vehicle. We are going with the SUV's. We've found the sedans are underequipped with needs for space. The SUV's are a better fit. We are asking for three in 2017. The mileage on the cars going out, taking the hours into consideration, are about 100,000 or more. They are unmarked cars and are over 5 years old. They would still be functional for Parks & Rec and DPW to use. We are getting rid of #7, 12, and 15 in the matrix. If a newer vehicle starts to decline it will be moved out faster.

Tim Redmond said we've always supported police vehicles. Three vehicles is a cheap amount of money.

Mark Lemay said he agrees, essentially for the safety of the officers.

Chief Browne said the parking lot expansion has been in the matrix since 2012. The lot doesn't allow us to go to the front of the building. We have to relocate the employee vehicles to the rear of the building. He has pictures in his written presentation for reference.

Tim Redmond said it should be made into a whole package. If you are going to pave a new parking area, you should overlay the old area.

Chief Browne said if the decrease in tar remains, they may be able to get more bang for the buck. We moved the summit generator into the matrix last year. This is vital to operations for communications. We dispatch for four different agencies and three fire departments. It has over 700 hours of use. It's over 20 years old. It's not broken down but has required service. When it rests itself, it tests at a weekly load that is lower than a new generator. He asked for the best available price. The \$23,000 includes installation and repairs.

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Tim Redmond asked him to increase the amount to \$25,000 to meet the threshold.

Mike Smith asked if some of it is off-set by revenues from the contracts with these towns.

Chief Browne said he would anticipate a modest increase in those contracts as they expire because of the costs the Town has incurred to maintain reliable resources for their services.

Tim Redmond asked about grants. If available, take the time to apply for them.

Chief O'Brien said there are grants. We could submit for this but he's not sure we'd be successful.

Chief Browne said in 2018 they have an enclosure for the impound lot at \$35,000. In 2018 and 2019 they want to replace a total of 35 portable radios. Current radios are from 2008. They are used much more than fire arms and could be the difference between life and death. It is assigned to an officer until it needs repair or replacement. Without them it is a sense of panic.

Earl Carrel said the submission has one figure but another in the matrix.

Chief Browne said the total price is \$157,500. He will resubmit his request. 2019 is the phase of it is 78,750 per year.

Tim Redmond said the totals for the three years need to be adjusted.

Ray Labore asked about the priorities. Should the radios be an urgent rather than a necessary?

Chief Browne said so far there's not been a major fall off of radios not working. We're still in the safe zone but in 2018 we will be at that threshold.

Tim Redmond said we need to look at our old handbook for the definitions of the priorities. Urgent has tight parameters.

Chief Browne said in 2019 is a place holder for the Police Department entryway. There is a wind tunnel through the entry way. It is something that is necessary. 2020 includes replacement of our side arms and shotguns. They were last replaced in 2009. We bet our lives on these firearms and after 10 years should be replaced. The offset isn't mentioned. They give us a good penny as a trade in. The figure provided is without what they give us for them.

Earl Carrel asked if the new side arms would be compatible with what they have now.

Chief Browne said they would work with what they have now. There may be a change in the light mechanism, but he doesn't anticipate changing out the holster.

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Earl Carrel clarified the cost is just for the armament itself.

Mike Smith said it would be wise to get some appropriate talent to look at if we are getting the best equipment going forward so we really do it right.

Chief Browne said when Motorola was rolling up the radios, their spiel was taking the radio and dropping it in a 5 gallon bucket of water. No other vendors would do that. We deal with floods in town so he would like to go with these.

Tim Redmond asked if the Police Department and Fire Department could team up for a package deal bid to benefit the town.

Chief O'Brien said they could.

Earl Carrel said last year's matrix had a \$35,000 CIP approval for replacement of the rooftop HVAC units. It's still line 119. Was it done?

Chief Browne said they ran into a major situation in the fall. The rooftop vendor was able to replace the bones of the air handler. So he asked the BOS to remove it from the CIP.

Earl Carrel said those units are 30 years old. Even though it's been fixed, might it come back in a few years?

Chief Browne said the vendor was able to replace some of the internal workings. With regular maintenance the vendor doesn't see an end life for those units.

Tim Redmond said we will leave it up to Chief Browne for now.

Ray Labore asked about the training room and operations center.

Chief Browne said we had funds from impact fees and were able to do that without raising tax money.

Tim Redmond said we have the school district on June 2. He won't be here.

Ray Labore said its forms and matrix should be available by next Monday.

Mark Lemay clarified that we would get an updated matrix at our next meeting.

Tim Redmond asked Jon O'Rourke would contact the School Representative to see if someone will be attending. With Ben Hampton regretfully stepping down, he's asked Gail Labrecque to step in as a Community at Large member and he will bring it up at the next Planning Board meeting.

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Mike Smith said somewhere in the process it would be great for him, and maybe others, to know where we are with all the reserve funds. He'd like a good briefing from the financial department about where we are.

Tim Redmond said it is the department head's responsibility to provide us with the offsetting revenue. We don't debate numbers. We have not requested them in the past.

Earl Carrel said as Chairman of the Trustees of the Trust Funds he has a handle on the capital reserve funds. There is a fire department capital reserve fund and a conservation capital reserve fund. The Mildred Stark fund is for town hall maintenance.

Mike Smith said he'd like to understand what is available to help fund these request. We'll be tapping these funds. As we look out 5 or 6 years, it would be nice if the finance folks could explain how it works compared to what we have to work with. He'd like to understand the current year better. He doesn't know process.

Tim Redmond said process wise we never asked for it. We rely on the department head to bring it to us.

Earl Carrel said Chief O'Brien is working from what we have now. Fire Apparatus and School are the only ones with deposits. There have been none for Conservation.

Tim Redmond said we can discuss it again at the next meeting.

Earl Carrel said he can bring the April 30 numbers to the next meeting.

Earl Carrel made a motion to adjourn. Ray Labore seconded the motion. VOTE: 5-0-0. All in favor. Motion carries.

The meeting adjourned at 8:40 pm.

Respectfully submitted,

Gail Labrecque
Recording Secretary

These minutes are subject to approval by the CIP Committee.