

1 **Capital Improvement Program Committee**
2 **Police Dept., 19 Main Street**
3 **Meeting Minutes**
4 **September 12, 2022**

5
6 **COMMITTEE MEMBERS PRESENT:** Kate Stewart, Dan Kiley, Ed McLaughlin, Tracy Young; Keith Thomas

7
8 **STAFF PRESENT:** Ed Morris-Town Manager, Alisa Bonnette-Assistant Town Manager (Recording
9 Secretary), Richard Martin-EMS Chief, Roy Holland-Police Chief, Luke Frye-Police Lieutenant, Phil Neily-
10 Fire Chief

11
12
13 **CALL TO ORDER**

14 The meeting was called to order at 6:03 PM

15
16 **APPROVAL OF MINUTES**

17 **August 29, 2022:**

18 Mr. Young suggested an edit to line 135 eliminating the word “full” as the Town does not have full
19 ownership of the property at the end of Johnston Drive. One dwelling still has an active lease.

20
21 Ms. Stewart agreed that the current wording is confusing. It was suggested the first sentence read “The
22 Town has ownership...”

23
24 Ms. Stewart moved to approve the minutes of August 29, 2022 as amended, Mr. Young seconded the
25 motion. Vote unanimous in favor of the motion (5-0).

26
27 **CIP PLAN REVIEW**

28 The Committee was informed that the spreadsheet of projects had been amended. Lines 10, 18 & 32
29 are now entered on a gross basis with the funding breakout reflected in the description, Fund Source
30 column, and funding source totals at the bottom of the page.

31
32 Mr. Young questioned the inclusion of Line 8 (Police & Fire Depts AED Replacement) and Line 9
33 (Ambulance radio) as they are under \$10,000. He was informed they were included because they are
34 CIP items approved in the prior year.

35
36 Mr. Young wondered if the amount of the Whitney Hall Renovation/Expansion should be in 2024 vs.
37 2023.

38
39 Mr. Morris explained that the financing would be in place in 2023, therefore it should remain in that
40 year.

41
42 **Ambulance Dept. --**

43 Chief Martin provided the Committee with two ambulance quotes. One, at a cost of \$202,000 was a
44 2020 quote that had not been updated, and this ambulance would not be available until 2025. The

45 other was for an ambulance that is the same as what we currently have, quoted at a cost of \$319,000.
46 This ambulance also does not include a power lift which would be an additional expense.

47

48 Chief Martin reported that the new stretcher has arrived. This cost of this stretcher was paid by GOFFER
49 grant funds.

50

51 There was brief discussion regarding ambulance needs, service and maintenance experience.

52

53 Mr. McLaughlin asked what Chief Martin's recommendation would be.

54

55 Chief Martin wants to get more quotes. We can't wait until 2025 as replacement has already been
56 pushed out. If ARPA (American Rescue Plan Act) funds are used to purchase the ambulance the money
57 has to be expended by 2026.

58

59 Mr. Young asked if the purchase could wait until March or April 2024 to which Chief Martin replied that
60 after having spent significant money on repairs of the existing ambulance he wanted to get some use
61 out of it before replacement so it had already been pushed out.

62

63 Discussion ensued regarding a truck front ambulance vs a van front ambulance. The quotes are for van
64 front ambulances as that is all that will fit in the existing station. If a truck front could be purchased in
65 2023, it would fit in the new station – would there be a place to store it until the new station is finished
66 in early 2024? The existing ambulance could be retained until the move to the new station. If we can
67 save \$100,000 knowing we'll take it before the Public Safety building is completed that would be
68 financially sound. It would only be a matter of months.

69

70 Mr. Morris said we could get quotes both ways. We could store it until the new building is available.

71

72 Chief Martin will obtain a quote for a truck front ambulance.

73

74 Chief Martin reported that the Enfield FAST Squad has not had the call response they used to due to
75 family and other circumstances limiting staff availability to respond. Fortunately, the department has
76 two people taking a class now and another who is interested. If any firefighters are interested in EMS
77 training they're welcome.

78

79 Mr. Neily knows a paramedic who may be interested.

80

81 Discussion followed regarding the opportunity for staffing and the training across departments. Mr.
82 Young noted that cross training was one of the motivations for the combined facility.

83

84 Chief Martin said they may be a need to hire individuals to provide service. The department is seeing
85 increased daytime calls, the cause of which is unknown. It could be an aging population or more people
86 working from home.

87

88 Mr. Kiley asked how collections are doing. He was informed they are better with the new company and
89 we're using a new credit card company for payments.

90

91 Chief Martin reported a breakout of calls. Of 262 calls, there were 84 from January 1 through March 22,
92 2022 and 178 from March 23rd to date. Chief Martin was asked if he could break out Lebanon calls vs.
93 Enfield calls.

94

95 Roy Holland stated that Emily Curtis, in her role as Public Safety Administrative Coordinator, tracks this
96 information. Mrs. Curtis also tracks submissions for payments and reconciliation.

97

98 **Police Dept. --**

99 Chief Holland thanked the CIP Committee for funding in 2022. Projections have jumped \$8,000 from
100 previously. He proposes another hybrid in 2023 and will look at fully electric vehicles (EV) in future
101 years. The Ford Mustang-E was considered but it's over 35% more expensive.

102

103 The department moved to hybrids three years ago. The annual fuel budget of \$18,000 has dropped to
104 \$10,000. Projections were for even greater savings over time, as gas cruisers are replaced with hybrids,
105 but gas prices rose. Consideration will be given to moving to EV cruisers when police packages catch up
106 with the EV technology.

107

108 Mr. Young asked if Chief Holland saw that Lebanon got a new Ford Lightning Truck. Mr. Young doesn't
109 think it had a cage.

110

111 Chief Holland said about 100 police departments (PDs) have all electric fleets but the EV cruisers are not
112 set up for transport. Larger PDs have some vehicles specifically for transport. Enfield is a small
113 department and doesn't have the luxury of calling for transport.

114

115 Discussion ensued regarding upcoming EV models. Chief Holland wants to wait to be electric ready at
116 the new station before moving to EV. If we were to go EV in 2023 it could require installation of a
117 charger for this location, then relocation of the equipment when the new building is constructed.

118

119 Mr. Young said it is not a big deal as it could be moved. He followed up by asking if the Chief's car
120 needed to be a outfitted for transport.

121

122 Chief Holland stated that as the current administration he believes in having the admin car fully
123 outfitted and marked. He will run patrol when needed. The department has 5 cars. If two are down at
124 the same time and the admin car is not outfitted, it reduces the number of cars available for patrol. Not
125 only does Chief Holland use his admin car for patrols, but he leaves it at the station when he's on
126 vacation for use by the on-duty officers. It's not his car; it's the Town's car. The new cruiser slated for
127 2024-2025 should be fully marked and fully outfitted.

128

129 Chief Holland stated that the department does have one unmarked cruiser for when detectives need to
130 be low key.

131

132 Timing of ordering was discussed. Because the department is not locked into the purchase presumptive
133 ordering is done in the fall for delivery the following spring, contingent upon approval of funding. Lead
134 time is about 6 months.

135

136 Mr. Thomas asked about maintenance experience. He was informed by Chief Holland that there are
137 fewer oil changes and there have been no problems with the cars so far. The department does get the

138 hybrid warranty that covers for the time we keep the vehicles. Cars are kept on average to 120,000
139 miles and the warranty is good through 115,000.

140

141 Mr. Thomas asked if there were any transmission problems. He was informed that the first generation
142 hybrids were not as smooth as the second generation hybrids.

143

144 Mr. McLaughlin asked about idle time. Chief Holland said they do have hours on the motor and can get
145 those numbers. He can compare hours running to all gas cruisers.

146

147 Mr. Young summarized that the department can stay the course on the present cycle but next cycle
148 could be all electric, beginning in 2024.

149

150 Chief Holland responded that this time next year he'll present the CIP Committee with the comparison
151 of the hybrid vs. EV.

152

153 Mr. Kiley asked if grants might be available. He was informed they are not available for patrol vehicles.

154

155 Ms. Stewart noted that the cost of ownership will depend on whether we go with solar on the new
156 Public Safety building.

157

158 Chief Holland commended Lt. Frye and Corporal Smith who worked on a better rotation of cruisers so
159 they are lasting an extra year. This is a \$50,000 savings.

160

161 **Other Public Safety --**

162 Discussion of a flashing crosswalk sign at Shakoma Beach was discussed. There are studies which
163 indicate they have more impact in urban areas where they are expected rather than in rural areas
164 where they are not.

165

166 The CIP Plan in 2022 included the purchase of AEDs. It was reported that every cruiser is outfitted with
167 an AED, the Fire Department has 3 AEDs and the old, serviceable AEDs that were replaced have been
168 repurposed by the Recreation Dept. so there can be AEDs at recreation events.

169

170 Enfield is a Heart Safe Community. The Town of Enfield Emergency Management page [on the town's
171 website] has a map of AED locations both public and private.

172

173 Training as many people as possible would be beneficial, though new rules limit the number of students
174 to each instructor.

175

176 **Fire Dept. --**

177 Chief Neily addressed Line 6 of the CIP project list. This is a 2021 project for a replacement furnace for
178 the Union Street station at the cost of \$15,000. This was pushed forward to 2022 along with
179 encumbrance of \$4,000 from the 2021 YE Fire Department building maintenance budget.

180

181 Chief Neily would like to see these funds used instead at the Enfield Center Station. The Center Station
182 has the same furnace and inside oil tank with the same problems as those seen at the Union Street
183 Station. He would like to use these funds to replace the oil furnace with a propane furnace and locate

184 the propane outside of the building. This would eliminate any potential future problems with oil leaks
185 inside the building, which fortunately have not occurred to date.

186

187 Mr. Morris has asked for a quote to foam (insulate) the back portion of Union Street. It is possible that
188 the Library may temporarily relocate to Union Street when the Whitney Hall renovations are being done
189 allowing them to stay open. Painting the foam vs. sheet rocking is permissible.

190

191 Discussion of heating alternatives at Center Station, such as heat pumps or mini-splits, were briefly
192 discussed. Chief Neily said that it might work if the department were to be separated into apparatus
193 bays and meeting space, but it's prohibitive at this time.

194

195 An advantage to replacing the furnace with propane is that the chimney can be removed. There is a
196 leaking problem there and the roof could be fixed properly after chimney removal.

197

198 Mr. Young asked about use of a programmable thermostat. Chief Neily responded that he would opt for
199 a simple thermostat and leave it at a temperature that keeps things from freezing in winter. The project
200 would include some duct work.

201

202 Mr. Young asked if Union Street will be able to muddle through. He was informed that the furnace
203 should last if it's provided with minor repairs and regular maintenance.

204

205 Mr. Kiley inquired about staffing at the Center Station.

206

207 Chief Neily replied that people at the Center Station are actively responding. It could be looked at
208 further at some time in the future.

209

210 Mr. Morris stated that from an emergency standpoint it's good to have the 2nd station.

211

212 Chief Neily explained the forestry truck conversion process. He also identified four pieces of equipment
213 that will go to govdeals as surplus upon Selectboard approval. After those four pieces of equipment are
214 disposed of the department will have one trailer outside, but no other firefighting equipment will be
215 stored outside.

216

217 Mr. Thomas had heard there were problems getting through the underpass on Main Street.

218

219 Chief Neily assured him that 100% of the department's equipment will go through the underpass.

220

221 Brief discussion followed regarding ISO ratings, including how they are determined.

222

223 Mr. Young asked Chief Neily about the Fire Dept. boat.

224

225 Chief Neily feels the boat is phenomenal and essential, and added that he has people currently trained
226 to operate it. Six members are certified in ice rescue, 6 are certified in water rescue, 6-7 are trained in
227 boat operation. He would argue heavily to keep the boat.

228

229 Chief Neily is working on confined space entry training due to the number of water plants, sewer plants
230 and manholes the Town has. The department has a confined space rescue tripod and harness; the right
231 equipment.

232

233 In response to Mr. Thomas' question, Chief Neily explained that the new rescue pumper replaces the
234 existing rescue which it being converted to a forestry vehicle. The box was removed from the rescue
235 and replaced with a flatbed. The existing rescue was a 1987 highway truck and it's time for it to go.

236

237 Chief Neily reported that ice rescue equipment, confined space rescue equipment and swift water
238 rescue will all be staged at the new station. The department has performed 6 ice rescues.

239

240 Mr. Young sees an increased use of the lake due in part to the skating association. There are more bob
241 houses than in recent years and at least as many snowmobilers.

242

243 The Fire Dept. has nothing of greater than \$10,000 in need of replacement except the cascade system
244 which filters and refills air packs. The one the department currently has is about 25 years old. It's
245 possible this would be replaced with the building of the new station. The system is serviced and
246 certified yearly.

247

248 Mr. Morris noted that some of the old equipment should not move over to the new station.

249

250 Mr. Kiley asked for a ballpark replacement figure to which Chief Neily responded around \$60,000.

251

252 Mr. Morris stated it could be added to CIP but should be part of the new building.

253

254 Chief Neily noted it may be grant eligible.

255

256 Chief Neily reported on department response throughout the year – of 150 calls, the department
257 covered all but one with Enfield personnel. There was some mutual aid, but Enfield members
258 responded to each of these calls.

259

260 Chief Neily met with the school superintendent to propose credit for firefighter and EMS. The
261 superintendent responded favorably. Students can start at age 17, though they must be 18 to be
262 certified.

263

264 Discussion ensued regarding the new pumper rescue truck. It has not responded to any fires, but the
265 department took it out pumping and did joint training with Canaan. Chief Neily is very happy with it.
266 People put a lot of time into this and it's phenomenal; the design was great. The manufacture is great.
267 E-One will do routine service on site. For larger repairs it only has to be taken to St. Albans.

268

269 **Other Business –**

270 Mr. Kiley asked if Administration had anything for the CIP Committee.

271

272 Mr. Morris noted that we will be looking to refresh our website. It may be in the \$16,000 range, but may
273 be negotiable. We want a good reputable government website. CivicPlus has 5 different servers. We're
274 most concerned about functionality.

275

276 The CIP Committee is now awaiting new ambulance quotes and some better numbers from Jim Taylor.
277

278 Discussion ensued regarding the use of CIP capital reserve funds (CRF) for buying land. Mr. McLaughlin
279 stated that by using the CIP CRF to buy land you're setting precedent. Why would the CIP CRF be used
280 for land vs. equipment? Mr. McLaughlin stressed the need for transparency. Mr. McLaughlin is in favor
281 of CIP CRF being used if it's transparent.

282
283 Mr. Morris replied that he is trying to be as transparent as possible.
284

285 Ms. Stewart noted that the Select Board set expectations of not misleading people.
286

287 Mr. Young feels it was pretty clear we differentiated at Town Meeting. It's an accounting decision.
288

289 The Committee discussed the use of American Rescue Plan Act (ARPA) funds. Mr. Morris said the
290 question is how do we use it? How do we make it as transparent as possible? He thought it was more
291 transparent to use CIP CRF for the land purchase and ARPA funds for purchase of items on the CIP Plan
292 rather than use budget dollars to purchase the land and use ARPA funds for various expenses within the
293 budget.

294
295 Mr. Young said, to be fair, we need to point out the timeline. The Town received the first tranche of
296 funds in July of 2021. Plans for use were tabled because the Town had 2 years to use it. There were no
297 rules for use of the funds at that time. When the rules came out we found we couldn't buy land with
298 the funds.

299
300 There is no requirement to have a public hearing to buy the land. We do need a public hearing to
301 decide the use of ARPA funds. Public hearings on both issues are scheduled.
302

303 Johnston Beach will be on the Select Board's next agenda. Technically this is the first presentation to
304 the Select Board; the initial presentation.
305

306 The Municipal Facilities Advisory Committee (Design Team) (MFAC) voted unanimously to recommend
307 the Town move forward with the Shaker Hill Granite site for the public safety building. The CIP
308 Committee went on to discuss various land options considered and discussed by the MFAC Committee.
309 They looked at every parcel on Route 4.
310

311 Mr. Thomas asked if 3 acres was a large enough lot for the new building.
312

313 Mr. Young replied that the school lot was under 3 acres and Mr. Morris pointed out that the Shaker Hill
314 Granite lot is very level.
315

316 **ADJOURNMENT**

317 Ms. Stewart moved adjourn at 7:25 PM, Mr. Young seconded, vote unanimous in favor of the motion (5-
318 0)
319

320 Respectfully submitted,

321 Alisa D. Bonnette

322 Assistant Town Manager (Recording Secretary)