

1 **Capital Improvement Program Committee**

2 **Police Dept., 19 Main Street**

3 **Meeting Minutes**

4 **October 24, 2022**

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6 **COMMITTEE MEMBERS PRESENT:** Dan Kiley, Tracy Young; Keith Thomas

7 **ABSENT:** Kate Stewart, Ed McLaughlin

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9 **STAFF PRESENT:** Ed Morris-Town Manager, Alisa Bonnette-Assistant Town Manager (Recording  
10 Secretary), Richard Martin-EMS Chief, Jim Taylor (by phone)

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13 **CALL TO ORDER**

14 The meeting was called to order at 6:08 PM

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16 **CIP PLAN REVIEW**

17 **Ambulance Dept. --**

18 Chief Martin provided the Committee with two updated ambulance quotes: one from SugarLoaf and  
19 one from Bulldog (Osage). Delivery of the Osage ambulance would be two years out. The Sugarloaf  
20 ambulance is an updated version of the ambulance the department currently has and would not be two  
21 years out. Both are for V8's. The Sugarloaf ambulance is a V8, gas engine with a 55-gallon tank.

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23 Mr. Morris informed the Committee the Town would have to go out for a Request for Proposals (RFP).

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25 The current ambulance is a 2008 with about 35,000 miles on it, plus significant idle time.

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27 Mr. Young asked what could be expected in trade-in value. Chief Martin responded that we had a trade-  
28 in of \$12,000 on the last one.

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30 Chief Martin noted that the department just got a new stretcher (paid with grant funds). If the new  
31 ambulance could include arms to lock onto the stretcher and pull it into the ambulance that would be  
32 beneficial.

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34 Mr. Young suggested ordering this year and locking in the price as well as getting in the queue before  
35 Town Meeting when other municipalities may put in orders. This could save money and a few months  
36 time.

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38 Mr. Morris said the Committee should vote to support the expense up to a certain dollar amount.

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40 As a point of interest, Chief Martin noted that the department has never had enough personnel to cover  
41 all calls.

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43 Mr. Young moved to support the purchase of an ambulance up to \$256,105 out of available ARPA funds  
44 through the CIP (Capital Improvement Plan) Programs and to look for the best possible trade-in value

when the current ambulance is no longer needed, and to expend these funds as soon as possible, Mr. Thomas seconded, vote unanimous in favor of the motion (3-0).

The Committee moved on to review the remainder of the CIP Plan.

**DPW storage building (#12):** Mr. Young advised that this isn't needed until 2024 so should be pushed out one year. The Committee concurred.

**Maple Street Improvements (#13):** Rather than borrow \$250,000 for these improvements (drainage, base and repaving to coordinate with the water infrastructure project) this would be a good use for the One-Time Highway Block Grant Funds received (\$121,878) with the remainder paid from the CIP Capital Reserve Fund (CIP CRF).

Mr. Kiley moved to recommend to the Select Board that the Maple Street Improvements be funded with Highway Block Grant funds and CIP CRF, Mr. Young seconded, vote unanimous in favor of the motion (3-0).

**Johnston's Beach (#34):** Renamed Johnston Drive Property and noting that this project is pending Committee recommendations to the Select Board. The amount has been reduced to zero as a placeholder and moved out to 2024. A brief discussion ensued regarding ownership, the right-of-way and possible need for gravel. It was noted that nothing would happen until spring.

**Sidewalk Tractor (#30):** Mr. Young asked if this needed replacement in 2023. Jim Taylor was contacted by phone to discuss this proposed purchase.

Mr. Taylor explained that the tractor is tired. The equipment and blower are more tired than the machine itself. The blower in particular is worn out. In response to Mr. Kiley's question, Mr. informed the Committee a new blower would be approximately \$4,500.

Mr. Morris suggested pricing out the parts and moving this project out one year.

According to Mr. Taylor, the whole front end was redone a couple of years ago. Seals and gears wear out quickly, but they were done recently.

**Cruiser (#27):** Mr. Thomas asked if the cost of the cruiser, estimated at \$51,700, included outfitting. He was informed it was.

Mr. Young hopes this is the last cruiser the Town has to buy that is not fully electric.

It was confirmed for Mr. Thomas that the 2023 replacement would be a hybrid.

**Website Update (#33):** Currently in the CIP Plan at \$15,000, the website update is estimated at closer to \$6,000 but they are also looking at adding Land Use/Building Permit software. While this is on the CIP Plan due to the overall cost exceeding \$10,000, this is not planned for funding from CIP CRF, but will instead be included in the budget for consideration.

Mr. Thomas asked if the project included the purchase of any hardware. He was informed that it did not. CivicPlus, who provides the Town's current web hosting and has cloud-based permitting software, has 5 servers and all information goes to all 5 servers and is backed up.

**Fire Dept. Cascade System (#36):** The Cascade System fills air tanks. This is a purchase that would be at the new station (public safety building). There's an existing system but the company went out of business and parts are not available.

Mr. Young suggested moving this out a year to 2024 and suggested ordering in January, 2024.

Further discussion ensued regarding waiting to install a new system in the new building, in case of mechanical crisis using Canaan's system, and re-evaluating in 2023 if necessary.

This is a recommended project, so while Mr. Morris does not object to it being moved to 2024, knowing it can be moved up if needed is important.

#### **Other Business –**

Use of ARPA funds for the police cruiser, plow truck and ambulance were noted. Smaller 2022 projects previously identified as ARPA funded can come from CIP CRF.

Funding of the CIP CRF in 2023 was discussed. Because of the current plan to pay for all purchases in 2023 with cash from CIP CRF or other sources, and eliminating any additional borrowing, the addition of \$26,200, equal to an additional nickel on the tax rate, is recommended.

Mr. Morris updated the Committee on the purchase of property for the public safety building. It is currently not expected to close on the land purchase until after January 1, 2023. Mr. Morris is working on a purchase agreement.

The CIP Plan will be updated based on this meeting's discussion with a breakdown of ARPA funding, CIP CRF funding, and State Highway Block Grant Funding.

**Enhanced Crosswalk Signs @ EVS:** Mr. Young wants to promote the installation of the enhanced crosswalk signs at the Enfield Village School (EVS) as an important safety issue, but at least for optics. He is thinking of the type with a solar panel at the top and each communicates with the other. He would feel better about kindergarteners crossing the street with the improved signage.

It was questioned whether engineering is truly needed and if the crosswalk has the handicapped curb cuts. If it has the tip-downs does it need engineering? Mr. Morris noted that if there are not curb cuts and tip-downs already in place it would need to be engineered.

Mr. Young noted that he is supportive of the Town putting them in and taking responsibility for removing them, if necessary, when road improvements take place.

Mr. Young would like this project to be an actionable item. Mr. Morris will work on this.

**Compensation Study and Strategic Planning:** Mr. Morris has not included a needed compensation study. He estimates the cost to be \$15,000 - \$16,000. He didn't know if the CIP Committee wanted to include it pending budget approval.

Mr. Morris would also like to have a Select Board/Budget Committee Strategic Planning Session. This is estimated at \$10,000.

Mr. Kiley wondered if this could come from Unassigned Fund Balance (UFB).

Mr. Young thinks it's a good year to consider a compensation study. When the Budget Committee defines a budget for wage increases a compensation study would provide factual information on which to draw. He also suggested that perhaps it could be done on only for some departments and not all of them, Police for instance, which the Chief did last year.

Mr. Morris explained that due to the minimal cost savings he would not recommend excluding any one department. He acknowledged there should be something done but suggested it might be affected by currently inflated salaries in the market. It is not something that would be done before Town Meeting.

Mr. Young clarified that the Budget Committee then would be approving a budget for across-the-board increases for 2023. He would like to see a whole new compensation structure and plan.

Lebanon does a rolling compensation review doing a portion of the city each year. Mr. Morris suggested perhaps Enfield do 1/3 of employees every other year in order to stay current.

Discussion ensued regarding what other towns are doing. Mr. Morris has been watching the Manager's listserv and proposed increases are averaging 7.23%.

It was suggested that, if possible, to simply budget the expense and offset with revenue from Fund Balance, if that's permissible.

Mr. Morris suggests the use of UFB for Strategic Planning. Last year the unexpended funds were primarily due to salaries. He is trying to get projects completed and expend the budgeted funds in 2022.

Past projects were discussed, including sidewalks. Mr. Morris has read notes and minutes related to the approved sidewalk project in 2020. He stated that in 2023 we will do a sidewalk project. Mr. Morris would like to use the 2020 Town Meeting approved \$40,000 for sidewalks toward the match of \$200,000 for a grant project which would include Main Street sidewalk improvements.

Mr. Young feels this project was simply put on the back burner. This didn't make the need go away.

Mr. Morris responded that we hope to have a new Highway Supervisor soon. [The current Highway Supervisor is retiring.] It will be a priority project for this new person.

Mr. Young has done some research and there was approval for recoating the basketball court.

Mr. Kiley responded that the project was approved with the addition of grant funding, which never materialized.

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184 It was noted that it is seeing increased use, but it was also noted that this is not a top priority at this  
185 time.

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187 **ADJOURNMENT**

188 Mr. Young moved to adjourn at 7:15 PM, Mr. Thomas seconded, vote unanimous in favor of the motion  
189 (3-0).

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191 Respectfully submitted,  
192 Alisa D. Bonnette  
193 Assistant Town Manager (Recording Secretary)