

1 **Capital Improvement Program Committee**
2 **Public Works Facility, 74 Lockehaven Road**
3 **Meeting Minutes**
4 **September 25, 2023**

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6
7 **COMMITTEE MEMBERS PRESENT:** Dan Kiley, Tracy Young; Keith Thomas, Jim Fickett, Dimitri Deserranno

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

11
12
13 **CALL TO ORDER**

14 Mr. Kiley called the meeting to order at 6:00 PM.

15
16 **BUSINESS**

17 **Review of Emergency Services**

18
19 Police Department - Cruisers

20 Chief Holland explained that the department is in a position to move from a 5 cruiser rotation to a 7
21 cruiser rotation as discussed prior to COVID. He is more convinced now than before that this is a
22 beneficial move. Over the past year the department has been short staffed so each person had their
23 own cruiser. Repairs are down and mileage is spread across the fleet. This also allows officers to take a
24 cruiser home which leads to faster response time and a more direct response.

25
26 Chief Holland discussed the response time improvement and cost savings. Currently cruisers are in a 4
27 year rotation and are used by all patrol units. Repair costs rise exponentially at the end of the 4 year
28 cycle. With individually assigned cruisers he is confident the department can get 7 years out of each car.
29 It may be longer, but he is very confident about 7 years. Currently cruisers are replaced just about every
30 year.

31
32 In response to questions from Mr. Thomas, Chief Holland explained that only one cruiser is requested in
33 2024. The cost is higher in the first two years of the replacement plan because of the equipment cost
34 for the two additional cruisers. After the initial equipment purchase the equipment is removed from old
35 cruisers when it's replaced and installed on the new cruisers. All future cruisers will be SUV hybrids until
36 such time as the department moves to all electric vehicles, though that's a separate discussion. Old
37 cruisers are typically sold rather than traded in.

38
39 Discussion ensued regarding the 2 vacant officer positions. Mr. Kiley noted that over the past 10 years
40 the department has been consistently down one officer. Chief Holland agreed. While one new cruiser is
41 requested in 2024 and one new cruiser in 2025 that plan may change dependent upon staffing levels
42 which may mean putting off a purchase in a coming year.

43
44 Hybrid performance and hybrid vehicle warranties have been improving each year.

45
46 An old cruiser is being retained for use by our facility maintenance staff and for travel to training.

47 Chief Holland explained that the department does not automatically choose one vehicle make over
48 another, but compares maintenance records as well as driver friendliness.

49

50 Discussion followed regarding assigned vehicles for out-of-town officers. Chief Holland feels if they're
51 within a 5-10 minute response it's beneficial. He also likes the visibility. He also noted that while he is
52 Chief there will be no more unmarked cars.

53

54 Vehicle mileage averages 120,000 at the time the cruiser is replaced, though it can range from \$110,000
55 – 140,000. The department believes when individually assigned cruisers are in use that can be increase
56 to 140,000 – 150,000 miles.

57

58 Police Department – Axon Body Cams & Tasers

59 Chief Holland is proud to say Enfield is the first town in the Upper Valley to wear tasers. Tasers prevent
60 injuries. The current tasers' shelf life is over. They are no longer supporting them, there is no new
61 software, no replacement batteries or cartridges, and no legal support.

62

63 The department is requesting replacement tasers and body cams at a cost of \$40,550. Due to vacancies
64 in the department there is funding sufficient in this year's budget for this purchase, but since the
65 amount is greater than \$10,000 it is being brought to the CIP Committee. There is no need to bring this
66 to the Select Board for approval as no CIP Capital Reserve Funds (CRF) will be used.

67

68 Chief Holland discussed body cams, for which they follow the law relative to the maximum time to hold
69 video. There is an automatic upload of video which must be deleted after a period of time.

70

71 Mr. Young moved to purchase the body cams and tasers using this year's general fund, Mr. Kiley
72 seconded, vote unanimous in favor of the motion (5-0).

73

74 Fire Department – SCBAs

75 Chief Neily explained that the current SCBAs (self-contained breathing apparatus) were purchased in
76 2019. They have a 15-year life. They are not needed now, so are not included in this CIP Plan cycle but
77 they will cost upwards of \$120,000. The year planned for purchase would be 2034. SCBAs should all be
78 purchased at the same time. They may want to look at various manufacturers as this is a large sum of
79 money.

80

81 Mr. Morris noted that this is a great grant opportunity.

82

83 Chief Neily clarified that the units need to be out of date or out of service and that will be 11 years from
84 now.

85

86 Mr. Young asked if we need to wait until 2034 to apply for a grant, to which Mr. Morris replied the Town
87 may be able to apply in 2033 for a 2034 purchase.

88

89 Testing of the equipment was discussed. Units are tested annually by an independent entity at a cost of
90 \$50 each for 16 units.

91

92 Fire Department – Radio Replacement

93 Fire Department radios, unlike SCBAs, do not need to be replaced all at the same time. Chief Neily
94 proposes \$15,000 to replace 3 radios each year on a rotating schedule. He hopes to take that money
95 from the budget this year. As the department grows they will use the budget but will also need other
96 funding. Radios have a 5-7 year life depending on manufacturer support. Radio frequencies do not
97 change.

98
99 Mr. Thomas asked about the brand to which Chief Neily responded that Motorola is the Cadillac of radio
100 manufacturers, thought we don't need their Cadillac radios.

101
102 Mr. Deserranno asked if it was in the budget if it needed to come to the CIP Committee.

103
104 Mr. Morris explained that the CIP CRF supports some projects, but the Plan is anything over \$10,000. If
105 they can it will be funded out of the budget.

106
107 Jim Fickett left the meeting at 6:44 PM.

108
109 Mr. Young moved to approve the purchase of 3 radios out of this year's budget and to plan to purchase
110 3 more each year in future years, Mr. Kiley seconded, vote unanimous in favor of the motion (4-0).

111
112 Fire Department – Vehicles

113 Chief Neily explained that the current plan is to replace 2 vehicles, the 2001 American LaFrance engine
114 and 1998 tanker, with one new fire tanker. The new vehicle cannot be called an engine because it
115 doesn't have all of the features of an engine. The existing tanker is a 7-speed manual which only a few
116 members are able to drive. The department did some work on it last year to try to improve it, but it is
117 the truck it will be. Putting an automatic transmission in it is not feasible.

118
119 If this plan is approved the department will have two engines, plus the new tanker. The tanker will have
120 pumping capability like an engine.

121
122 Mr. Deserranno asked what the impact is to the Town. He was informed there would be none. There
123 would be no ISO (Insurance Services Office) effect. ISO is based on water to the scene.

124
125 The new tanker would be housed at the new public safety building in place of Engine 5. Engine 3 would
126 remain at Enfield Center as long as we have respondents at Enfield Center. Discussion ensued regarding
127 equipment response, water capacity and minutes of water, water needs until mutual aid response.

128
129 The cost of the tanker was discussed. The difference in cost between a straight tanker and the proposed
130 tanker is minimal. A straight tanker adds a detriment to what you can do. Previously only the
131 replacement of Engine 5 was discussed. This proposal replaces two vehicles with one. The proposed
132 tanker with a pump almost fills in for an engine. The new tanker would have hose and be ready to
133 respond.

134
135 Chief Neily explained that 2027 is when new EPA emissions will go into effect. If the tanker is ordered in
136 2024 we wouldn't see delivery until 2027. We can get in now before the new emissions go into effect
137 which could add \$100,000 to the cost. We also don't want to buy a vehicle the first couple of years of
138 the new emissions.

139

140 Financing was discussed including the possibility of a discount for at least partial payment up front
141 rather than paying the full amount in 2026. The cost of the tanker is estimated at \$450,000 which
142 would be offset by the sale of Engine % and the 1998 tanker – valued at approximately \$80,000. It was
143 noted that \$450,000 is almost the price the Town paid for Engine 1, but that compares to the current
144 price of \$780,000 - \$790,000 for a comparable engine today. Rising prices is something we have no
145 control over.

146
147 The life of the new tanker would be 20-25 years. The one replaced last year was a 1980 or thereabouts.
148 Mr. Deserranno noted that in order to stay on cycle a vehicle needs to be replaced every 7 years. Mr.
149 Kiley likes breaking it up as we have so much going on. The Committee discussed leveling out the
150 purchase and breaking up payments over three years. A Town Meeting vote is not required if the
151 funding comes from the CIP CRF. Further discussion ensued regarding splitting the cost into thirds vs.
152 holding onto the funds for a few years. [Note: The net cost after the estimated \$80,000 sale of the two
153 vehicles as discussed is just over \$120,000 each year for three years. The gross cost, before the
154 offsetting sale is \$150,000 each year for three years.]

155
156 Funding for this project is dependent on Dept. of Public Works (DPW) needs. DPW has some very
157 expensive replacement equipment requests in the 2024-2029 CIP Plan. Mr. Deserranno asked how the
158 DPW equipment needs rank vs. the Fire Dept. Tanker. The sidewalk tractor is on it's last legs. It is not
159 known how bad the grader is, or the loader. Mr. Kiley noted that the grader was rebuilt a few years ago.

160
161 No vote on the tanker is needed at this time. If this is something the Committee decides to move
162 forward with, Mr. Morris recommends the CIP Committee recommend Select Board authorized
163 expenditure from the CIP CRF so we can get on the list to buy one. It was the consensus of the
164 Committee to split the cost over three years. This can go to the Select Board as a request to fund
165 \$450,000 over the next three years.

166
167 Other Business

168 Brief discussion ensued relative to the length of the CIP Plan (currently 6 years as required by statute)
169 following Mr. Deserranno's request to look out 10 years. IT would be difficult to project out that far.
170 Some information is already being tracked further out than the 6-year plan.

171
172 Mr. Deserranno asked how many pieces of equipment the DPW has. This can be discussed at the next
173 meeting when the DPW CIP requests are presented.

174
175 There was also discussion of the life of an ambulance (15 years), longer lead times on vehicles, fewer
176 manufacturers and more people ordering.

177
178 Mr. Young is not sure why the crack sealer isn't a contract. Crack sealing should be done annually. Mr.
179 Thomas commented on the quality of the crack sealing on Shaker Blvd. Mr. Morris noted that talks have
180 been started with other municipalities about coming up with a cooperative plan to share equipment.
181 This needs at least another year of development.

182
183 Mr. Young noted that the Shaker Blvd. bridge replacement was moved up to 2026. When does the
184 Town need to come up with the match? Mr. Morris replied that this got moved up from 2027 to 2026,
185 but may be spread out. The Shaker Blvd. (temporary one-lane) bridge is being replaced with a 2 land

186 bridge. Mr. Thomas noted that the grit is off the current bridge and the metal is rusting. Mr. Young
187 suggested the Director of Public Works take a look at it.

188

189 **NEXT MEETING**

190 October 9th, at 6:00 PM at Public Works Facility.

191

192 **ADJOURNMENT**

193 Mr. Young moved to adjourn at 7:27 PM, Mr. Thomas seconded, vote unanimous in favor of the motion
194 (4-0).

195

196

197 Respectfully submitted,

198 Alisa D. Bonnette

199 Assistant Town Manager (Recording Secretary)