

**TOWN OF ENFIELD  
CAPITAL IMPROVEMENT COMMITTEE**

**MEETING MINUTES OF NOVEMBER 26, 2018**

**Present:** Ryan Aylesworth (Town Manager), Dan Kiley, Holly West, Keith Thomas, Kate Stewart, Bob Cusick, Sam Eaton, Roy Holland (Police Chief), Richard Martin (Ambulance Chief), John Pellerin (Assistant Fire Chief)

**Excused:** Dominic Albanese, Ed McLaughlin (alternate)

The meeting was called to order at 6:02 PM.

Meeting began with approval of the November 7 meeting minutes. Motion to approve made by Mr. Kiley. Motion seconded by Mr. Thomas. Approved unanimously with two abstentions (Mr. Eaton and Mr. Cusick did not attend the meeting of November 7).

The next order of business a discussion of the Police Department's capital requests for 2019 through 2024. Chief Holland first walked the Committee through each of the items being requested in 2019. This includes a request for a new base station radio system at an estimated cost of \$5,000. The current radio system was installed in 1992 and its components can no longer be replaced (obsolete). Chief Holland was asked if the proposed replacement system would meet all of his department's needs or if he was "settling" in the interest of minimizing cost, and he reported that current amount requested would be sufficient for allowing the department to procure the exact model/system that they need. He added that the proposed unit is what has been recommended by the NH Homeland Security and Emergency Management. Chief Holland next talked about the need to complete some structural renovations to the Police Station. This included converting one of the garages to an evidence room and converting the current evidence room to an IT/server room. The estimated cost of this project is \$11,000. Chief Holland explained that the Police Department is severely out of compliance with Criminal Justice Information Services (CJIS) standards when it comes to data and evidence security. The Department's 2019 CIP requests also include the replacement of at least two police cruisers (the two marked SUVs). Chief Holland explained that Ford is no longer making the interceptor sedan, so only SUVs will be purchased in the future. He also noted that research has shown that the maintenance costs for police cruisers manufactured by Dodge carry much higher maintenance costs, which is why the department wishes to stay with Ford-manufactured vehicles. Chief Holland went on to say that, based on preliminary cost comparisons he has completed, it would be more cost-effective in the long-run for the Town to transition to operating a larger fleet of vehicles (7 as opposed to 5) because each vehicle would be in service for more years (6-7 years as opposed to the current 4-year replacement schedule) and vehicle maintenance expenses would be no more than they are at present. Chief Holland and the Town Manager will do additional examination of this option before an official recommendation is presented to the CIP Committee.

The next order of business was a discussion of the Ambulance Department's capital requests for 2019 through 2024. Chief Martin walked the Committee through each of the items being requested during this time frame. In 2019, these requests focus on repairs to the Depot Street station, which include the significant repairs to the foundation (\$20,000 minimum), heating system (\$4,000), expanded storage (\$2,500), and expansion of the training area (\$20,000). Total costs were \$46,500 at a minimum. Some of these investments could be reasonably delayed in the interest of waiting on the findings and recommendations of the municipal facilities optimization study (which is already underway). The Department is also anticipating that the current ambulance will need to be replaced in 2023 at a cost of \$175,000 (in today's dollars). The ambulance would be 15 years old at that point.

The next order of business was a discussion of the Fire Department's capital requests for 2019 through 2024. The discussion was led by Assistant Chief Pellerin. A year ago the department had requested that Engine 4 (housed in Union Street and purchased in 1990) be replaced in 2019. This would come at an

estimated cost of \$450,000. At the time, the Department's plan was to house the new engine at Enfield Center Station and move the larger engine (Engine 3) purchased a couple years earlier to Union Street Station. Assistant Chief Pellerin expressed the opinion that it would be more sensible and cost effective to instead purchase a larger combination unit (engine and rescue truck) at an estimated cost of \$550,000 and then avoid the need to procure a separate rescue vehicle in 2023 (which is what the Department had previously proposed) at a cost of \$250,000. The result would be an overall savings of \$150,000. Other proposed upcoming capital requests include \$60,000 in 2020 to replace Car 1 (support vehicle) and \$100,000 in 2021 to replace the forestry vehicle. Assistant Chief Pellerin said he would have further discussion with the Firewards and relay their formal recommendations. Assistant Chief Pellerin also relayed that the Department will need to replace 30 air cylinders/bottles that will expire in the spring of 2019. The total cost of replacing the cylinders is \$30,000. The new cylinders would be in service for a period of 15 years. At some point in the near future the utility packs that hold the cylinders will need to be replaced as well, and that will come at a cost of approximately \$100,000 (in addition). The Town Manager asked Assistant Chief Pellerin if it was accurate that the cost of replacing both the cylinders and the packs could have been completely covered by an Assistance to Firefighters grant (administered by FEMA) if members of the Fire Department possessed certain basic training required to maintain grant eligibility, and Assistant Chief Pellerin confirmed this was accurate. The Town Manager and other members of the CIP Committee stressed the importance of the Department's personnel obtaining the needed training so that it would be possible for the Town to obtain grant funds to replace the packs at a future date. Assistant Chief Pellerin agreed this should be a priority.

Discussion of next steps for preparing a detailed 6-year CIP Plan was again tabled in light of the fact that several CIP Committee members were absent.

The final topic of discussion was appointments of additional members to the CIP Committee. Mr. Aylesworth informed the Committee that the Board of Selectmen had voted to appoint Dominic Albanese to the Committee at its November 16 meeting. Dominic would fill the vacancy created due to the failing health (and later passing) of Gary Gaudette. Members of the CIP Committee suggested that Mr. McLaughlin still be made a full member since there was no "cap" on the number of full members the Committee has. Mr. Aylesworth said he would be happy to pass along this recommendation to the Board of Selectmen for action at their next meeting (December 3, 2018).

The next meeting of the CIP Committee was scheduled for December 11 (Tuesday) beginning at 6:00 PM at the Public Works Facility.

Meeting adjourned at 8:40 PM.