

**Capital Improvement Program Committee
Meeting Minutes
Public Works Facility & Zoom videoconference
October 26, 2021**

COMMITTEE MEMBERS PRESENT: Eric Crate (via Zoom), Keith Thomas, Dan Kiley, Ed McLaughlin

COMMITTEE MEMBERS EXCUSED: Sam Eaton

STAFF PRESENT: Alisa Bonnette-Assistant Town Manager, Jack Wozmak-Interim Town Manager

GUESTS: Richard Martin-EMS Chief, Phil Neily-Fire Chief, Jim Taylor-Director of Public Works, Bridget Labrie

CALL TO ORDER

Mr. Kiley called the meeting to order at 6:30 PM

APPROVAL OF MINUTES

February 1, 2021:

Mr. McLaughlin move to approve the minutes of February 1, 2021 as printed, Mr. Crate seconded, vote unanimous in favor of the motion

October 5, 2021:

Mr. McLaughlin moved to approve the minutes of October 5, 2021 as printed, Mr. Crate seconded, vote unanimous in favor of the motion.

REVIEW OF 2022-2027 CIP REQUESTS

Fire Department:

Fire Chief Phil Neily reported on the status of the Union Street furnace replacement. He looked at 3 companies and received on proposal. This project is not likely to be completed in 2021. He is also unsure if the \$15,000 allocated for the project in 2021 will be sufficient. He is looking at various furnace alternatives as well as creating separation between the apparatus bay and the meeting & office space so the two spaces can be maintained at different temperatures and to keep fumes from the apparatus bay out of the occupied spaces.

The furnace was planned as a cash purchase, not financed, and may need to be adjusted based on quotes received. He has reached out to Dead River, Simple Energy, and Inov8v Energy, sticking with supplier of fuel rather than simply installers.

Mr. Kiley asked about Chief Neily's "grand plan" for the Fire Department.

Chief Neily explained that Engine 4 would be taken out of service. The existing rescue would outfitted with a new slide in forestry unit for seasonal use. The pickup would not be replaced, and the old forestry truck would be removed from service. By reducing the number of vehicles and equipment all the existing equipment will be housed under cover at the station. The boat would be stored off-site resulting in a cost of storage. Tim Taylor has offered storage at the Baltic Mill.

The trade in or sale of the old engine, forestry truck & pickup truck would offset some of the cost of outfitting the existing rescue. GovDeals has been a successful way for the Town to sell equipment and vehicles in the past. Chief Neily is conservatively estimating a value of \$12,000 for the sale of the vehicles.

Mr. Thomas asked Chief Neily about his consideration of propane heat vs. oil. Why? Is it better? Cheaper? Easier? He was informed that propane is currently less expensive and there is less maintenance of equipment. As demand for propane increase the price decreases. Oil is going in the other direction.

Discussion of existing vehicles, mechanical issues and maintenance were briefly discussed. Chief Neily did bring the rescue to the Town mechanics who did minor maintenance work adjusting the steering box to fix the play in the steering. The pickup has had maintenance issues and will be taken out of service.

Ambulance:

EMS Chief Richard Martin discussed the proposed ambulance purchase. The quote provide to the Capital Improvement Program (CIP) Committee was from last year. Chief Martin is not recommending moving ahead with the purchase of a new ambulance in 2022 but would push out this purchase to 2023. He wants to obtain more quotes and better information. Last year's quote was for \$178,000, plus an additional \$23,600 for a Power Load (cot). Chief Martin does not want to purchase a Power Load without also purchasing a new ambulance. The Ambulance's existing cot is 14 years old and can be replaced in 2022 for about \$22,000. This cot could be used in the new ambulance as well. Chief Martin will inquire about a possible trade-in. Chief Martin will submit a new CIP Request Form for a cot in 2022.

Mr. McLaughlin and Mr. Kiley expressed agreement with this approach.

The CIP Committee was provided with a quote for a radio system for \$7,070. And there was brief discussion of ambulance maintenance.

Mr. Crate asked for an estimate with all the add-ons. If you add the radio, power load and cot it comes to \$55,000 or \$60,000.

Mr. McLaughlin asked what the Ambulance Dept. needs.

Chief Martin explained that \$27,070 would be needed for the cot and radio in 2022 and approximately \$202,000 for the ambulance with power load in 2023.

Mr. Wozmak explained that the Town does not own the land under the Depot St. ambulance building discussed the future need to purchase the land from the State of NH, the current owner.

Upon inquiry by Mr. Wozmak, Chief Martin stated that the current ambulance is a 2008. He doesn't have the hours on the vehicle but can obtain that information.

Mr. Wozmak explained that the lead time on a new ambulance is longer than normal, now up to 8 months, due to parts supply issues.

The Committee reviewed the call responses for the current year to date by Enfield (266) and Lebanon (125). Some calls, based on type of call, have response by both Enfield and Lebanon to assure that a paramedic is responding. Average response time is approximately 10 minutes to get to the station. Lebanon response to Enfield is approximately 15 minutes.

Public Works:

Jim Taylor, Director of Public Works, provided an update on past projects.

The automatic meter reading system is working well.

The Community Building and Huse Park pavilion roof work is on hold due to the cost of materials and difficulty finding contractors.

The Public Works Facility gas tank replacement is being pushed out a year. Mr. Taylor would instead request an upgrade of the computer system for the fueling station as the old system is DOS based and no longer working. They are currently using a clipboard system and that is not working well. Mr. Taylor does not have a current quote, but it was priced at about \$6,500 six years ago.

\$150,000 was approved for the Oak Hill Road bridge, but bids came in at closer to \$210,000 earlier this year. It is now expected that the cost will be closer to \$280,000.

For sidewalk improvements it is recommended to pave the sidewalk and provide parallel parking spaces for 15-20 cars on Main Street near the Mascoma Lakeside Park.

The steamer, slated for 2021, has been purchased.

The DPW roof overhang was part of a 3-part DPW improvements approval of the overhang, building insulation and highway garage bay exhaust system. The overhang portion of the project was estimated at \$50,000 but the quotes received after the Town Meeting approval came in over \$100,000. At that

price, Mr. Taylor does not recommend doing the overhang at this time. It's too much money for the gain. The spalling can be filled and regrading at the rear of the building has helped. He recommends putting that off a year.

For the insulation portion of the project, Mr. Taylor has been working with Andrew Hatch. He is trying to get that project underway and should have a quote by the end of the week. There is a cost share with Liberty that will help offset the cost of insulating the building which will include wall treatments and a vapor barrier.

The exhaust system was completed in 2021 and due to the low cost of \$7,053 it's being recommended that the Selectmen vote to pay cash by withdrawing the funds from the CIP Capital Reserve Fund rather than finance the expense.

Mr. Taylor recommends the zero-sort compactor, slated for replacement in 2021, be pushed out a year as the vendor has informed him there's a current lack of availability.

The crosswalk signal upgrades on Route 4 at the Enfield Village School and near Huse Park are a Tax Increment Finance (TIF) project. The Selectmen will be asked to encumber the funds budgeted for this project as it won't be completed before the end of 2021. This project must be completed by June 2022. Mr. Kiley suggested checking out the Safe Kids program for funding.

The Zero turn mower was purchased in 2020 (and put into service in 2021).

The 10-wheel dump truck approved at Town Meeting will arrive next spring and financing will be secured at that time.

The water and sewer system upgrades are in the hands of the engineers. USDA is behind and we're waiting on them for word of financing.

Mr. Taylor and Building Inspector, Liam Ehrenzweig, looked at the fire station roof and it was their opinion that the roof is good for another 10 years, so that project is off the table.

2022 DPW Requests:

Requests for 2022 include additional funding for the DPW roof overhang if prices come down, the Oak Hill Road bridge already spoken to, and a roadside mower (\$120,000). The roadside mower was leased each year, but the company is going out of business. If the Town were to use a vendor, it would be preferred that the rental also come with an operator to do the work. If a vendor cannot be found, purchase is requested.

A water tank mixing unit (\$50,000) is requested. In the summer months mixing the water prevents stratification and stagnation of the warmer water at the surface of the tank. In winter it keeps the

water moving so it freezes less. The biggest expense is getting electricity to the site which is accessed by a right-of-way. The Town's crew might do the site work.

A generator for the Prior I well (\$30,000) is requested. The sanitary survey from the State recommended having one well to pump some water during extended power outages. This project would qualify for a 50/50 grant match.

There are projects that might be recommended depending upon other factors, such as Whitney Hall repairs. Certain repairs would be recommended if the renovation/expansion project doesn't happen in 2022.

Mr. Taylor is looking into a grinding unit for the sewer system. Rags and cloth diapers are being flushed and this can cause jams that stall the motors. In some instances, a pump company must be called to clean out the jam to get the pump motors operational. The grinding unit sits in the trough of the wastewater stream and shreds the material. Eventually the Sewer Dept. may want one at the Shaker Bridge too. A notice will be sent with the next water/sewer bill asking people not to flush these items. The so-called flushable wipes are not truly flushable.

Mr. McLaughlin asked if the Sewer Dept. may want to do both grinders at the same time.

Mr. Taylor agreed they might. His plan is to use Sewer capital reserve funds (CRF). The cost per unit is about \$27,000. The lifespan of the grinder, known as a Muffin Monster, is 12-15 years.

2023 DPW Requests:

Maple Street reconstruction, though this would not be done until the water line is complete.

May Street Bridge depending upon cost and permitting.

The John Deere tractor is getting tired, and Truck 206 will need replacement.

2024 DPW Requests:

The Bog Road bridge in 2024 is at a higher cost due to the George Pond Dam. Brief discussion ensued regarding ownership of the dam. The State has put the responsibility for the dam on the Town.

Truck 210 will be due for replacement.

2025 DPW Requests:

Spectacle Pond Bridge is currently a culvert and should be either an arched culvert or bridge.

The Backhoe will be due for replacement. Mr. Taylor noted that the Public Works department is reaping the benefits of the larger equipment: loader and excavator.

2026 DPW Requests:

No requests for 2026 are being made at this time. It is possible that improvements to Methodist Hill Road will be added later.

2027 DPW Requests:

No requests for 2027 are being made at this time. Lockehaven Road improvements toward Spectacle Pond will be needed down the road, but Methodist Hill Road ranks higher on the list of required improvements.

DPW CIP Requests – General Discussion:

The need for Whitney Hall repairs was discussed. Mr. Taylor is not able to come up with estimates for the extend of needed repairs. Someone with the expertise to weigh the cost of repairs vs. cost of renovation is needed. Bread Loaf had numbers to renovate the building as is according to Dan Kiley.

Eric Crate wonders if there should be a conversation with the Library Trustees.

Mr. Wozmak explained that he is working with Bread Loaf to create and mail a pamphlet to residents and to do a public presentation. Mr. Wozmak explained the plan to hold 2 or 3 public information sessions and to get public input. The consensus of the Board of Selectmen is to put this before the voters. Mr. Wozmak has had difficulty with scheduling. It is still the goal to see if it will make it as a warrant article.

Purchase of the Depot Street land from the State was discussed. It came to the attention of the State that they own the land under the building and over sewer and water easements to homeowners in the area. They have not produced a figure yet. It does not appear this is an urgent matter to NH DOT, but ultimately the Town will need to buy the land.

Regarding Town properties, Mr. Taylor stated that if the Shedd Street garages are demolished the Town will need storage. We're currently lacking decent, dry storage for the Town and for organizations, entities and boards tied to the Town. Currently work is being done on the storage building at Shaker Recreation Park. And if the Enfield Center Town House is fixed for use the Town will have to find a place to store the folding chairs used for Town Meetings.

Property negotiations, needs and value – architecturally and historically – were touched upon.

ANY OTHER BUSINESS**Master Planning Visioning Workshops:**

The Committee was informed of the Master Planning Task Force workshops to take place at the Enfield Community Building on November 6th.

248 **Next meeting:**

249 December 7 at 6:30 PM at Public Works Facility. At this meeting, the CIP Committee will summarize
250 recommendations.

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252 **ADJOURNMENT**

253 Mr. McLaughlin moved to adjourn at 8:11 PM, Mr. Crate seconded, vote unanimous in favor of the
254 motion. Meeting adjourned.

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257 Respectfully submitted,

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259 Alisa D. Bonnette

260 Assistant Town Manager

261 (Recording Secretary)