

**TOWN OF ENFIELD
CAPITAL IMPROVEMENT COMMITTEE**

MEETING MINUTES OF NOVEMBER 26, 2019

Present: Ryan Aylesworth (Town Manager), Dan Kiley, Holly West, Bob Cusick, Sam Eaton, Ed McLaughlin, Keith Thomas, Eric Crate

Excused: Dan Kiley

Guests: Roy Holland, Police Chief; Fred Cummings, Fire Chief

The meeting was called to order at 6:00 PM.

The first order of business was review and approval of the October 29 meeting minutes. Motion was made by Mr. Cusick to approve the minutes as printed. Motion was seconded by Mr. McLaughlin. Approved unanimously.

Next, Mr. Aylesworth circulated additional capital request forms submitted by departments since the October 29 CIP Committee meeting. An updated CIP Capital Reserve Fund (CRF) cash flow summary document was also provided to members of the committee. This summary sheet showed that, if all current CIP funding requests submitted by department heads for 2020 were approved, the result would be a net subtraction of approximately \$4,900 to the CIP-CRF. This is simply the difference between the proposed \$448,368 appropriation to CIP and an estimated \$453,251 worth of withdrawals. The biggest change in the cash flow summary from the CIP Committee's October 29 meeting was the inclusion of additional requests by the Fire Department totaling approximately \$76,000.

The primary order of business was review of the capital item requests submitted by the Police Department and Fire Department.

Chief Holland walked the Committee through his capital requests. The first request, in the amount of \$6,000 was upgrades to the entryway/reception area of the police station to enhance public safety and security. Chief Holland explained the importance of this project with respect to protecting the safety of the administrative assistant and prohibiting unauthorized access to the interior of the station. Chief Holland indicated that, even though the value of this investment may be relatively short-lived if the Town approves the construction of a new public safety facility, it is still important to make the upgrades and reduce the potential for something to transpire in the short-term.

Chief Holland went on to walk the Committee through his proposal to replace two existing police cruisers with four cruisers, and transition to a 7-car fleet as opposed to a 5-car fleet. Under this model, each officer would have a take home vehicle. Chief Holland is proposing that conventional gas engine cruisers be replaced with hybrids which will get better fuel economy and reduce engine wear and tear without sacrificing performance. The intent is to prolong the life of each vehicle by spreading the same number of miles over a larger fleet of vehicles, which also promoting individual accountability for the care of each cruiser and ultimately reducing expenditures on operating/maintenance costs by shifting to hybrids. The projected costs associated with this transition were shared in detail with the Committee.

Chief Cummings then addressed the CIP Committee about the Fire Department's capital item requests. Chief among these is the proposed replacement of Engine 4 with a pumper-rescue apparatus. This would have the effect of combining two vehicles (a fire engine and rescue truck) into one, and thus reduce costs in the long-term by eliminating the need to purchase a standalone rescue vehicle at a later date. Chief

Cummings explained that Engine 4 is approximately 30 years old, which places it roughly 5 years outside a fire engine's useful life according to National Fire Prevention Association (NFPA) standards. Chief Cummings explained that it was very difficult to obtain replacement parts and perform repairs to Engine 4 given that the manufacturer is no longer in business. Chief Cummings shared cost estimates provided by four different vendors and explained that he expected an additional estimate to come from a fourth vendor in the coming days. Two of the proposals were roughly equivalent in price and the third was significantly higher. Chief Cummings would prefer to procure a rescue-pumper made with a steel frame, and only one of the two vendors would construct the apparatus in that manner (the remaining two vendors would construct the frame with aluminum). The Committee and Chief Cummings spoke at length about the potential to obtain grant funding to offset a significant amount of the estimated \$550,000-\$600,000 cost of a rescue-pumper. Chief Cummings expressed concern about making the purchase of the apparatus contingent on grant funding. He believes the Town should replace Engine 4 regardless of the outcome of a grant application. The feasibility of extending the life of both Engine 4 and Engine 5 (a 17-year old apparatus) was discussed in great detail and it was agreed that more review and analysis of the options would be needed before a final recommendation was made.

Chief Cummings went on to walk the Committee through his requests for portable radios (approximately 20 radios, which would involve replacing five radios per year over a 4-year period) and air packs. Chief Cummings noted that he made an error on his original request, and that he is proposing that seven additional air packs be purchased (and stowed on the new rescue pumper, once it comes in service) as opposed to eight.

The next meeting of the CIP Committee was scheduled for December 18 (Wednesday) beginning at 6:00 PM at the Public Works Facility. The focus of that meeting will be on requests submitted by the three public safety departments (police, fire and ambulance).

Meeting adjourned at 8:05 PM.