

**TOWN OF ENFIELD  
CAPITAL IMPROVEMENT COMMITTEE**

**MEETING MINUTES OF October 20, 2020**

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

**Excused:** None

**Guests:** Jim Taylor, Public Works Director

The meeting was called to order at 7:02 PM.

Mr. Aylesworth carried out the “preamble” for virtual meetings as prescribed by the Office of the Governor. Roll call attendance was then conducted.

The first and only order of business was review and approval of the September 28 draft meeting minutes. Motion made by Mr. Crate to approve the minutes as printed. Motion seconded by Mr. Thomas. During discussion Ms. West suggested that it would be helpful if subsequent minutes included a bit more detail of the discussion. Roll call vote conducted and minutes approved unanimously (6-0).

The next, and primary, order of business was review of the equipment/project requests submitted by Department of Public Works for inclusion in the 2021-2026 CIP Plan.

Mr. Taylor first spoke about proposed roof extensions and exterior wall repairs planned for the DPW facility. Osgood Construction out of Claremont, NH, has been identified as a possible contractor for this work and Mr. Taylor has reached out to them for preliminary cost estimates. The committee and Mr. Taylor discussed the pros and cons of 4’ vs. 8’ roof extensions from the standpoint of both cost as well as the resulting useability of the space behind the DPW facility.

Mr. Taylor then spoke about the proposed insulation upgrades to the DPW facility. Mr. Taylor explained that both Level 1 and Level 2 energy audits have been performed for the building by an organization called Resilient Buildings Group, which consults closely with Liberty Utilities. Mr. Taylor explained that the estimated payback period on the project, which would cost a little over \$60,000 with the potential for 50% in rebates, is approximately 8-9 years when you factor in the relevant reductions in heat and cooling inputs. Mr. Eaton asked why the building was so poorly insulated to start with and Mr. Taylor explained that the lack of insulation, as well as the absence of roof extension, was an example of short-sighted cost-cutting measures put in place by Town officials back when the building was initially designed.

Mr. Taylor then spoke about the mechanic’s bay exhaust extraction system project. This project will improve air quality and will serve as a much more energy efficient alternative to opening garage bay doors to allow for needed ventilation (which is very costly during the winter months). Ms. West stated that she felt it was imperative that personnel be adequately trained on the operation of this system for risk/liability reasons given that lack of familiarity and improper operation could endanger someone’s life.

Mr. Taylor then spoke about the US Route 4 crosswalk upgrades. He explained that new signaling at two existing crosswalks on US Route 4 is not optional, and failure to install the signals will result in Nh Department of Transportation decommissioning these sidewalks. Mr. McLaughlin asked if there were potential grants available to help defray the cost of the signals and Mr. Taylor mentioned that he would look into possible funding via the Safe Roads to Schools program. Mr. Eaton also pointed out that available funding from the tax increment financing district (TIF) was another possibility.

Mr. Taylor then spoke about the proposed Community Building and Huse Park Pavilion roof replacements. This past year members of the DPW crew replaced a large number of missing and damaged shingles on the Community Building. The roofs on both buildings are in poor condition, although they do not have any known/visible leaks at present. Both asphalt shingles and metal roof replacement options are being considered. Mr. McLaughlin asked about the possibility of deferring action on these two projects for one additional year if there are no active leaks at present, and Mr. Taylor said this would be a reasonable possibility if the Committee is comfortable with absorbing the likely added cost of replacement by waiting an additional year.

Mr. Taylor then spoke about the Fire Chief's proposed replacement of the Union Street fire station furnace. The age of this oil-burning unit is not known. There is one thermostat for the entire building, and this is not energy efficient given that you are effectively overheating the apparatus bays in order to provide heat in the conference room or other areas of the building. Mr. Taylor agrees with the Fire Chief's view that replacing the existing furnace, which has warranted a large number of afterhours service calls over the past 1-2 years, with a multi-zone propane-fired system would be a prudent investment even if the Town were to sell the building in the next few years should the proposed construction of a new public safety facility ultimately be approved by the voters. Ms. West asked about the possibility of installing a heat pump system and Mr. Taylor indicated that the things this would at least be feasible for meeting the heating needs for the existing conference room, office and kitchen spaces.

Mr. Taylor then spoke about the proposed replacement of the zero-sort compactor.

Mr. Taylor then spoke about the replacement of Truck 200 (2003 F-350). This vehicle is used as a general purpose "run around" truck, and often hauls a flatbed trailer loaded with a variety of implements for various maintenance projects. Mr. Taylor indicated that this truck had been programmed for replacement in 2020 as part of the CIP Plan, but replacement was tabled for the year due to concerns over municipal finances resulting from COVID-19.

Mr. Taylor then spoke about the proposed replacement of Truck 214 (2006 10-wheel dump truck). Mr. Taylor explained that because a replacement for this truck would need to be custom built, the Town could expect a roughly 15-month turn around from the time a procurement contract is executed to the time and new truck is ready to be put into service. Mr. Taylor said that replacement of Truck 214 was a higher priority than replacement of Truck 200 if it was the Committee's opinion that both replacements could not be completed in 2021.

Mr. Taylor concluded his remarks by providing a brief overview of planned improvements to the municipal water and sewer systems, as well as instituting an automated meter reading system to dramatically reduce the amount of staff time spent on manually recording meter readings on a quarterly basis for billing purposes.

The next meeting of the CIP Committee was scheduled for November 4 (Wednesday) beginning at 7:00 PM via Zoom. The focus of that meeting will be a review of requests submitted by the Town's public safety departments (police, fire and ambulance) for inclusion in the CIP Plan 2021-2026.

Meeting adjourned at 8:10 PM.