



Capital Improvement Program Committee

Meeting Minutes

October 1, 2019

Lincoln Town Conference Room

148 Main Street

Committee Members Present:

1. OJ Robinson, Selectmen's Representative
2. Paul Beaudin II, Budget Committee Representative
3. Alfred (Butch) Burbank, Town Manager

Committee Members Excused: Mark Ehrman, Planning Board Representative

Staff Present:

1. Johnna Hart, Finance Director
2. Carole Bont, Planner

Department Heads or Committee Member Representative(s) Present:

1. Recreation Director Tara Tower, Recreation Department
2. Police Chief Chad Morris, Police Department
3. Fire Chief/Health Officer/Code Enforcement Officer Ron Beard, Fire Department
4. Planner Carole Bont, Planning and Zoning Department

Audience: None.

CALL MEETING TO ORDER.

Chair Robinson called the meeting to order at 9:02 AM.

MINUTES:

Motion to approve September 27, 2019 CIP Committee minutes as written.

Motion: Robinson. Second: Beaudin

Motion carries. (3-0), Burbank abstained.

RECREATION DEPARTMENT

FOLLOW-UP PRESENTATION BY RECREATION DIRECTOR TARA TOWER

Discussion:

At the last CIP Meeting, Recreation Director Tower expressed her concern about using moneys now, for something that may or may not be approved until the March 2020 Town Meeting. They were trying to find the moneys for the Kanc Rec Ski Area lighting (a safety and legal liability issue) from moneys already saved in other relevant accounts. Once (and if) the March 2020 Town Meeting approves the Recreation Capital Improvement Plan projects, then they can reassign those moneys back into the accounts where they got the money from this year to fix the

lighting. Tower said she met with Finance Director Johnna Hart about the proposed lighting up at the Kanc Rec Ski Area about where the moneys for the project would specifically come from.

Chair Robinson explained that the Board of Selectmen has the authority to move money from one project number to another provided the expenditures meet the requirements within a certain category. For example, as long as the expenditure is for "Property and Building Maintenance" the BOS can move the money in one category or project number line into another (like moving moneys from "Kanc Rec Infrastructure" into "Highway Garage Infrastructure"). Each Project Number does not have a separate account. The different project numbers were created for the benefit of the CIP Committee to track savings for various capital improvement projects. For example, if the BOS wanted to, the BOS could take a total of \$155,887 out of the Property and Building Maintenance account to pay for the Kanc Rec Ski Area lighting because that is the total of money in that account so long as they used the money for "Property and Building Maintenance". It is the "USE" of the money that is limited by the law.

Town Manager Butch Burbank said he would like to talk about another upcoming large expenditure – heaters and air conditioners in the Town Hall that needs to come out of the Property and Building Maintenance Fund. All of the coils are rotting out and one has already failed. We have to replace them. The cost is approximately \$57,000. There are six furnaces at Town Hall.

Recreation Director Tower: The total cost to the Town of the project is \$93,251. Both quotes say, "not to exceed \$X." DPW Nate Hadway is going to try to help reduce the cost by having his crew do as much as possible.

1. Page 22, II. 1310-323 Property and Building Maintenance:

a. Project Number 19: "Garage Maintenance Shed at Kanc Rec Ski Area":

- i. Take \$5,000 out of the CRF Balance 12/31/2019.

b. Project Number 81: "Kanc Rec Infrastructure (Dug-outs, lighting, etc.)":

- i. Take \$2,400 out of the CRF Balance 12/31/2019.

c. Project Number 97 "Kanc Rec Area Parking Lot Reclamation/Expansion" Changes:

- i. Take \$20,000 out of the CRF Balance 12/31/2019.

d. Project Number 104 "Kanc Rec Area Multi-Use Covered Structure"

- i. Take \$9,000 out of the CRF Balance 12/31/2019.

Subtotal: A total of \$36,400 is coming out of the II. 1310-323 Property and Building Maintenance.

2. Page 27, II. 1310-321 Kanc Equipment (B) Ski Slope:

a. Project Number 78: "Repair/Replace Bombardier Groomer 2005":

- i. Take \$26,000 out of the CRF Balance 12/31/2019.

b. Project Number 79: "Repair/Replace Caterpillar Diesel Tow Engine Groomer":

- i. Take \$14,000 out of the CRF Balance 12/31/2019.

c. **Un-Allocated CRF Balance:**

- i. Take \$2,000 out of the \$3,002 of Un-Allocated CRF Balance leaving a remainder of \$1,002 in the Un-Allocated CRF Balance.

Subtotal: A total of \$42,000 is coming out of the II. 1310-321 Kanc Equipment (B) Ski Slope.

3. Operating Budget, Recreation Department:

- a. Take \$5,000 out of the Recreation Department Budget (for electrical).
[Recreation Director Tower said she has \$4,810 in her recreation general maintenance and repairs budget that she intends to use for this purpose.]

4. Summaries: Total: \$36,400 + \$42,000+\$5,000 = \$83,400.

- \$93,251 – Maximum total cost of the lighting project to the Town (2019)
- -\$83,400 – Moneys available from CIP and Operating Budget (2019)
- \$ 9,851 – maximum additional monies needed from 2019 Recreation Budget*

*The Public Works Department crew will be assisting with anything possible to reduce the cost of the project as much as possible. If the cost of the project is less than the maximum estimate, then less money will have to come out of the Recreation Department's regular Operating Budget.

Proposal for 2020 Town Meeting:

Money taken for Kanc Ski Area lighting project will be put back into the same Capital Reserve Funds the moneys were taken from.

DPW Hadaway and his crew are already working up at the Kanc Rec Ski Area and they are getting credit for the work they are doing in preparation for the lighting installation.

Recreation Director:

Recreation Director Tower heard an interesting story about some of those existing light poles used for the lighting and to support the tow line. Electrician Mike Harrington met Recreation Director Tower up at the Ski Area to meet with a man who works for the pole installer company Utility Service and Assistance (USA). The USA employee told her how he discovered the Town got used poles from the NH Electric Coop to go up the tow line. As they started taking out the poles, they found stickers that NH Electric Coop puts on the poles to use as guides when they install the poles. The stickers say: "Install to this point". They should have installed the poles by burying the poles at least three feet five inches (3'5") deep in the ground, but instead the poles were buried just under 2' in the ground. He could not believe that the poles were still standing. DPW Employee Andy Nichol was working at the Community Center when Tower went back to her office. When she told him about it, he said, "Yeah! We probably hit a rock and just stopped there." So, in addition to the concern caused because the aluminum poles were not screwed onto the bases properly, the poles also were not buried in the ground to the minimum depth required for holding relatively lighter weight electrical lines. These were both the light poles and the tow line poles used to carry people of all sizes up the tow line. Phew! Good thing we are taking the poles out.

Result:

P. 22. Project Number 81 “Kanc Rec Infrastructure (Dug outs, *Lighting*, etc.)” Proposed Change:

- i. **Change Project Number 81 from \$80,000 to \$3,400 in FY 2020.**

Bottom Line: We have accumulated money in those two accounts. We are using the moneys we accumulated in those accounts this year to pay for the lighting project and in March of 2020 we are putting back the moneys.

Review of Changes:

1. Page 22, II. 1310-323 Property and Building Maintenance:

a. Project Number 19: “Garage Maintenance Shed at Kanc Rec Ski Area”:

- i. Put \$5,000 in CIPC Recommendation FY 2020.

b. Project Number 81: “Kanc Rec Infrastructure (Dug-outs, lighting, etc.)”:

- i. Change the \$80,000 to \$3,400 in CIPC Recommendation FY 2020. (This is the \$2,400 that was originally in the CRF Balance 12/31/2019 column + \$1,000.)

c. Project Number 97 “Kanc Rec Area Parking Lot Reclamation/Expansion” Changes:

- i. Put \$20,000 in CIPC Recommendation FY 2020.

d. Project Number 104 “Kanc Rec Area Multi-Use Covered Structure”

- i. Put \$9,000 in CIPC Recommendation FY 2020.

2. Page 27, II. 1310-321 Kanc Equipment (B) Ski Slope:

Discussion:

Robinson: A total of \$42,000 is coming out of this account to help pay for the lighting so we have to put \$42,000 back into this account.

a. Subtotal Un-Allocated CRF balance:

- i. Take \$2,000 out of the \$3,002 account, leaving \$1,002 in Subtotal Un-Allocated CRF Balance.

b. Project Number 78: “Repair/Replace Bombardier Groomer 2005”:

Discussion:

Chair Robinson said they do not need another groomer until 2026. They have \$26,369 in there, but we have not planned for any additional moneys to go into the account in future years which means they will not have enough money to buy a groomer in 2026. Beaudin said DPW Hadaway wants that money in there along with the money in the regular budget in case the groomer needs unanticipated expensive repair work done. Fire Chief Beard: If you lose the drive system in the groomer it will cost \$20,000 to fix it; the pumps will cost \$10,000 to fix.

- i. Put the \$26,000 back in the CIPC Recommended FY 2020.

c. **Project Number 79: “Repair/Replace Caterpillar Diesel Tow Engine Groomer”:**

- i. Put \$14,000 back in CIPC Recommended FY 2020.

d. **Un-Allocated CRF Balance:**

- i. Take \$2,000 out of the \$3,002 of Un-Allocated CRF Balance leaving a remainder of \$1,002 in the Un-Allocated CRF Balance.

Motion to Approve the Changes Above.

Motion: Beaudin. Second: TM Burbank

Motion carries. (3-0).

1. **Page 27, II. 1310-321 Kanc Equipment (B) Ski Slope:**

- i. Put \$10,000 in CIPC Recommendation FY 2023.
- ii. Put \$10,000 in CIPC Recommendation FY 2024.
- iii. Put \$10,000 in CIPC Recommendation FY 2025.

Motion to Approve the Changes Above.

Motion: Beaudin. Second: TM Burbank

Motion carries. (3-0).

POLICE DEPARTMENT

PRESENTATION BY POLICE CHIEF CHAD MORRIS

Police Chief Chad Morris, Police Department and the CIP Committee members discussed the status of the Police Department computer systems as well as the dispatch center with radios.

1. **Page 23, IV. 1310-309 Police Department**

Discussion:

Police Chief Morris said that the existing moneys that are in the account for the Police Department is \$69,462. (Subtotal Estimated 01/01/2020 CRF Balance). The cost of Phase 1 and Phase 2 of the four-phase project that the Police Department is currently working on to upgrade Communications costs about \$97,000; the bill has not come in yet. He does not know when Ossipee Mountain Electronics (OME), 832 Whittier Highway, PO Box 950, Moultonborough, NH 03254-0950 is going to put the bill together. He will take some of the money out of his operating budget to cover the overage.

Police Chief Morris gave the members a copy of his Project Request Proposal to show what the \$97,000 will be paying for. There are four phases to the project for a total cost of \$300,000 - \$325,000.

Phase 1: Replace degraded antennae and back up radios. All work has been completed except removal of the old antenna.

Phase 2: Replace radios out of service life and upgrade fire radio. Radios have been unsupported since the end of 2018. All work has been completed; however, the fire radio was an unexpected expense and not part of the original quote. He is awaiting the invoice

from Ossipee Mountain Electronics (OME).

Phase 3: Upgrade radio system to Simulcast system (primarily software) to improve overall communications coverage, minimizing dead spots. It will improve coverage of portable radios and improve coverage inside buildings. Originally budgeted for \$178,000, however, the cost is now up to \$200,000 due to cost increases for hardware.

Phase 4: Replace console (hardware). Current console is near end of life. Cost increases are expected. Should budget \$100,000.

Police Chief Morris said right now, the Police Department is “out of the weeds”; they can communicate with each other. The communication system is “durable”. They have a brand-new radio room. They still have some old wiring that has to be replaced. The dispatch equipment will be in a temperature-controlled room (provided the broken air conditioner can be replaced). The plan is to keep up with equipment needs in future years so they are not faced with having to do such a large and costly wholesale upgrade all at once. He reviewed the CIP for 2015 which included all of these updates; however, these upgrades were never made in 2016, 2017 or 2018.

Beaudin: We are looking at \$400,000 of upgrades for the Police Department?! HOLY!

Chief Morris said it is costly for the Town of Lincoln to maintain its own communications center (a/ka “Dispatch Center”).

Increased Staffing Offset by Cost Sharing:

Town Manager Burbank said on a positive note, for years the Town of Lincoln has been trying to get other towns to come in with Lincoln to share the costs of running the dispatch service. Now two (2) towns are willing to consider going in with the Town of Lincoln – the towns of Campton and Woodstock. We have been looking for a source of additional revenue for the Dispatch Center without increasing staff more than we already need to run the Dispatch Center for Lincoln only. We need one more full-time staff member in Dispatch that we have been contemplating for several years. In past years, the former Police Chief decided not to add another full-time dispatcher and continued with multiple part-time staff members filling what would have been full-time staff time slots. That strategy has not been successful.

Police Chief Morris said he cannot run a fulltime dispatch staff 24/7 with only four (4) people; for full time staffing he needs six (6) people. At this time the police overtime budget for dispatch is huge. Almost the entire overtime budget for the Police Department is for Dispatch (breakdown: Dispatch = 95% and Police = 5%). Every time someone calls in sick, goes on vacation, has a doctor’s appointment it results in an overtime shift for someone. With the terms of the union contract, he cannot change union employee schedules to defray overtime costs.

Available Grants:

Beaudin asked about the Police Department’s ability to qualify for grants because the Lincoln Dispatch Service also services the US Forest Service and other governmental agencies. According to Beaudin, the first upgrade the Town got years ago “was turnkey” and the grant covered a lot of the related expenses. Try to get grants.

Police Chief Morris said he checked with Paul Hatch who is Field Representative for the NH Department of Safety, Homeland Security and Emergency Management, 33 Hazen Drive, Concord, NH 03305 to see what if any money was available to the Town right now. He also asked his police dispatcher J.J. Bujeaud to look for grants. There is nothing available right now,

however if the Town has a ***regional*** dispatch center serving more than one town, the Town stands a better chance of qualifying for future grant funding.

Increased Staffing Offset by Cost Sharing:

The Town will be charging the Towns of Campton and Woodstock for using the Dispatch Center. Beaudin asked if the Town can charge the other government agencies like the US Forest Service for the use of our dispatch center. TM Burbank: The US Forest Service's use is miniscule; it already gives the Town \$2,400 per year.

The reason the Town of Campton is looking for alternatives is because currently Campton uses dispatch services from the Town of Plymouth, but the costs are rising so rapidly.

Cost Increases:

Even without the addition of Campton and Woodstock, Police Chief Morris would be asking for additional staffing because that is the staffing level he needs to operate the Communications Center 24/7. With a 5th dispatcher he will even be able to provide a little bit of overlap. For example, if a dispatcher is very busy at the end of the shift when the next dispatcher comes in the two dispatchers can overlap for a couple of hours because they will be able to operate two consoles. He will have the flexibility to vary the schedule if someone calls out sick or uses a vacation day if he has a fifth dispatcher rather than pay overtime. With the terms of the union contract, he can change schedules only during a certain period of time and he cannot require a shift swap, however, if he already have someone at work and "in the seat" he can ask them to stay a little longer because "they are already at work". With the union he can pay someone overtime, but he cannot drag someone else in from home to fill in.

Chair Robinson suggested the Town take whatever moneys the Town receives from the Town of Campton and Woodstock and throw that money into the Capital Reserve Fund for Equipment. Adding the two Towns is really not impacting the Town's operating budget; it is just extra revenue on the other end. Beaudin argued that members of the Budget Committee and the public will want to see cost sharing (i.e., moneys coming off what it costs to operate the police department as shown in the operating budget). Robinson said it does not matter – it is still money in and money out. Some members of the Budget Committee (Ray D'Amante) are asking the Town to consider combining their resources with other towns to reduce the costs.

Purpose of Upgrade:

Police Chief Morris said the purpose of the upgrade is so people in our department can talk to each other. The \$300,000 for Phase 3 and Phase money is needed within the next five (5) years (\$60,000 per year). Beaudin said when the Town updated the system and spent all of that money last time, "they" told us the new equipment would last forever. Police Chief Morris said some of the equipment from that time has not been replaced in the past 20 years. The overall system lasted 20 years.

Chair Robinson asked if the Police Department needed the whole \$200,000 at one time or could installation of the communications system be implemented in phases over time. Police Chief Morris said he was not a radio expert, but he did not think installation of the system could not be done over time. The Police Department wants to install a "Simulcast System". The Simulcast System is supposed to improve the dead spots, by sending out a message that does not go over as digital, but rather the signal goes over Simulcast to different channels on different platforms. So, if an officer is stuck on the hairpin turn where he cannot receive any communications (i.e., a

“dead spot”), he might be able to get the message from a signal from one of the three different platforms that we listen to. Setting the Simulcast system up is a process. The installers have to go to different areas everywhere within our jurisdiction (e.g., like the Notch, Loon Mountain and along the Kancamagus Highway), then test the signal for each of the different platforms. In addition, the Town will have to budget approximately \$4,800/year for that expense, which he does not quite understand. He thinks that these Simulcast radio companies are frequently “the only show in town” and therefore can charge anything they want.

It’s All About the Money:

Town Manager Burbank explained that Project Number 10 “Upgrade Police Department Computer System” has nothing to do with Project Number 21 “Town Wide Dispatch Communications Improvements”. Project Number 10 “Upgrade Police Department Computer System” is meant to pay for computers – like desk computers, laptops, computers in the cruisers, and mobile broadcast terminal (MBT). Computers involve rapidly changing technology. The Town puts in \$5,000 per year and the Town is constantly upgrading its computers. Police Chief Morris said he is continuing to look for grants and ways to defray the costs of upgrading these. Finance Director Hart read the description from the text of last year’s CIP Report.

#10 Upgrade Police Department Computer System	\$70,000
Submitted By: Police Department	
Replace and/or upgrade the existing hardware and software in the Police Department Computer System in the station, operations officers and in the patrol cars (does not include radios).	

Finance Director Hart said the current balance is \$18,265, which includes the \$5,000 that went in for 2019. In 2020 the account will have \$23,265. In 2021 the account would have \$28,265.

a. Project Number 21 “Town Wide Dispatch Communications Improvements”:

- i. Put in CIPC Recommendation FY 2024 \$25,000.

Discussion: Finance Director Hart said the current balance is \$50,000 which includes the \$25,000 that went into that account in 2019. In 2020 there will be \$75,000 in that account. The cost of the upgrade is \$97,000. There is only a total of \$69,462 in the account. That line is already underfunded because the expense is \$97,000. He is going to take the \$69,462 out to pay a portion of the \$97,000. Town Manager Burbank told Police Chief Morris to take the overage of \$27,538 out of his operating budget. By March if 2020 the Town will have \$0 in the Police Department Capital Reserve Fund. Beaudin asked if Police Chief Morris would be able to find the overage money in his operating budget. Chief Morris said he thought he could because he has not had a full staff all year. It will be close and hard to do so, but he will do his best.

The CIP Committee agreed to make the following changes:

2. Page 23, IV. 1310-309 Police Department

a. Project Number 10 “Upgrade Police Department Computer System”

- i. Change CRF Balance 12/31/2019 from 37,602 to \$18,265 (which includes the \$5,000 going into the fund in 2019);
- ii. Put \$5,000 in CIPC Recommendation FY 2025.

b. Project Number 21 “Town Wide Dispatch Communications Improvements”:

- i. Put in date for “Next” of 2023;
- ii. Change Total Estimated Cost of from \$200,000 to \$325,000.
- iii. Change CIPC Recommendation FY 2020 from \$25,000 to \$50,000;
- iv. Change CIPC Recommendation FY 2021 from \$25,000 to \$50,000;
- v. Change CIPC Recommendation FY 2022 from \$25,000 to \$75,000;
- vi. Change CIPC Recommendation FY 2023 from \$25,000 to \$75,000;
- vii. Change CIPC Recommendation FY 2024 from \$25,000 to \$75,000; and
- viii. Put \$0 in CIPC Recommendation FY 2025.
- ix. Put \$0 in Projected CRF Balance 12/31/19 because we are going to spend all \$69,000 in there this year.

Quid Pro Quo:

Beaudin said he wants (1) A commitment from Police Chief Morris that he would go for grants; and (2) a determination about where the revenue money would go if other Towns join the Dispatch Center – in the CIP for capital expenditures or in the operating budget to defray operating costs. Town Manager Burbank explained that the CIP Committee and the Police Chief do not make that determination. The BOS should talk about where the money is going. Would it all go to the operating budget or would it all go to defray capital expenditures?

Cost Sharing:

How much will the two (2) towns contribute? Campton is preparing its budget for next year. Woodstock has already put \$18,000 per year for two (2) years in their budget for dispatch services. Chief Morris said, if the Town uses the same formula they used to determine how much to charge Woodstock, the amount Campton would pay would run between \$28,000 and \$30,000 per year. No call volume. No keeping track of calls. It was strictly “You are paying this now; we are going to try to get you in at this price.” This would generate about \$43,000 per year in revenue. They are locked in for two (2) years and after two (2) years all three (3) towns will re-evaluate and have another discussion about where they are.

How much was Woodstock paying before for dispatch services? Woodstock Police Chief Ryan Oleson told Police Chief Chad Morris that Woodstock was paying about \$30,000 per year. The Fire dispatch will stay with Grafton County. That is because all of Woodstock’s mutual aid partners are with the Grafton County Dispatch Center system. If they see how the Police dispatch goes and that the Police Department is saving money, they may want to see about including fire. Police Chief Chad Morris is on the Woodstock Budget Committee. Someone is going to ask: If five years ago it cost \$30,000/year for police and fire dispatch. Police Chief Chad Morris said that they are up to \$65,000 - \$68,000 + for both police and fire dispatch. Why are we settling for \$18,000 then?! Why aren’t we charging them \$30,000?!

Town Manager Burbank: People on the budget committee are asking us why we cannot do more projects together with Woodstock. We want Woodstock back with our dispatch center. After two (2) years of providing dispatch services for Woodstock we can re-evaluate and look at data for things like, how much call volume Woodstock generates.

Town Manager Burbank continued, furthermore we are outgrowing both the Fire Department space and the Police space. We may be looking to move them to a more adequate facility. Would we be moving our dispatch center too at that time? Would we just move the Police Department? Would we move the Police department and the Fire Department? Would we also move the Town Offices? Perhaps we will be looking at whether we can consolidate other services with Woodstock or neighboring communities.

A lot of the work that was done was just to make the dispatch space work in the facility we are currently in. Currently we are trying to make an old building do stuff it was never intended or designed to do given the equipment that the dispatch center is required to have to operate. All of that technological equipment is heat generating.

Beaudin: Right now, Woodstock plays \$60,000+ or – to Grafton County for Dispatch services.

Beaudin: What was Woodstock paying to Lincoln for Dispatch Services back in the 1980s?

Chief Morris said he was there in 1990-1992 and he thought Woodstock had just made the transition to Grafton County Dispatch when he first got there because he had to learn

Woodstock's call signal so by that time Woodstock had already left Lincoln. Back then dispatch technology was a square box with a button that you pushed and said, "Go ahead!" There was a fire, ambulance and the base radio. There was no E911. No computers. There was a type writer. Now there are consoles, videos and IMCs.

Beaudin: If we charged \$19,000 back in 1990, then we should not be charging \$19,000 in 2019.

Town Manager Burbank: The key concept it to get Woodstock back. It is not going to cost Lincoln any more to operate the system and hopefully they stay. Otherwise the Town of Lincoln is committed to the cost of running a dispatch center at a cost of \$300,000 with no help to pay for it. It will cost the same amount of money whether the Dispatch serves Lincoln and Woodstock or whether it serves Lincoln alone. He does not think Lincoln Dispatch Center should take on more than two more towns. A good number of towns to run through a dispatch center is three, particularly if the Town starts picking up the fire dispatch as well, although he does not see that happening at this point. Campton definitely will not because Campton is locked in solid with the Lakes Region fire services.

FIRE CHIEF PRESENTATION

1. Page 23, V. 1310-304 Fire Department

After discussion the following changes were made:

a. Project Number 9 E1 International Pumper.

- i. Discussion: With the total estimated cost of \$680,000 that we have to spend in 2037 and 2038 (Project 9 and Project 45) we should start putting aside money over a 15-year period.
- ii. Put \$25,000 in CIPC Recommendation FY 2023;
- iii. Put \$25,000 in CIPC Recommendation FY 2024; and
- iv. Put \$25,0000 in CIPC Recommendation FY 2025.

b. Project Number 45 Tower Truck (PB).

- i. Change CRF Balance 12/31/2019 from \$5,245 to \$245, [using the

\$5,000 to get rid of the overage of \$5,000 for the command vehicle].

- ii. Put \$25,000 in CIPC Recommendation FY 2023;
- iii. Put \$25,000 in CIPC Recommendation FY 2024; and
- iv. Put \$25,000 in CIPC Recommendation FY 2025.

c. Project Number 46 E2 International 4900 Pumper

- i. Discussion: Looking at replacing “Engine 2” in 2025 at a cost of \$400,000 with a current balance of \$100,000. The pumper has to be a new truck. You have to “spec” the truck in 2023. You have to have a deposit of around \$100,000 in 2024 when you order the truck and then it takes a year to build the truck for delivery in 2025.
- i. Change CIPC Recommendation FY 2020 from \$90,000 to \$0;
- ii. Change CIPC Recommendation FY 2021 from \$90,000 to \$60,000;
- iii. Change CIPC Recommendation FY 2022 from \$90,000 to \$60,000;
- iv. Change CIPC Recommendation FY 2023 from \$30,000 to \$60,000;
- v. Change CIPC Recommendation FY 2024 from \$0 to \$60,000; and
- vi. Put \$60,000 in CIPC Recommendation FY 2025.

d. Project Number 47 R4 Rescue Vehicle.

- i. Changed Subtotal Estimated 01/01/20 CRF Balance from \$233,277 to \$119,369 by taking out \$113,907 for purchase of second hand rescue vehicle. We were scheduled to put \$20,000 in 2020, but we already bought the vehicle.
- ii. Change Completed Last from 1990 to 2019;
- iii. Change Next from 2020 to 2034;
- iv. Change Prompt from 2014 to 2028;
- v. Change CRF Balance 12/31/2019 from \$130,000 to \$16,092 [The left-over money will be needed to cover the equipment, the lettering and other expenses associated with the truck]; and
- vi. Change CIPC Recommendation FY 2020 from \$20,000 to \$0.

e. Project Number 102 Command Vehicle (A 2008 vehicle purchased in 2016).

- i. Change CRF Balance 12/31/2019 from -\$5,000 to \$0 [taking the overage of \$5,000 from the Tower Truck];
- ii. Change Next from 2020 to 2021;
- iii. Change Prompt from 2014 to 2015;
- iv. Changing Total Estimated Cost from \$39,000 to \$40,000;
- v. Change CIPC Recommendation FY 2020 from \$13,000 to \$20,000; and
- vi. Change CIPC Recommendation FY 2021 from \$13,000 to \$20,000.

Motion to make above changes to Fire Department.
Motion: Burbank. Second: Beaudin. All in favor (3-0).

FIRE AND POLICE SERVICES BUILDING PRESENTATION
(FIRE CHIEF RON BEARD AND POLICE CHIEF CHAD MORRIS)

Changes:

1. Page 22, II. 1310-323 Property & Building Maintenance:

a. Project Number 23 New Town Services Building.

- i. Total Estimated Cost: changed from \$40,000 to “ongoing”;
- ii. Change CIPC Recommendation FY 2020 from \$0 to \$20,000;
- iii. Change CIPC Recommendation FY 2021 from \$0 to \$20,000;
- iv. Change CIPC Recommendation FY 2022 from \$0 to \$20,000;
- v. Change CIPC Recommendation FY 2023 from \$0 to \$20,000;
- vi. Change CIPC Recommendation FY 2024 from \$0 to \$20,000;
- vii. Change CIPC Recommendation FY 2025 from \$0 to \$20,000;

HEALTH OFFICER PRESENTATION

Fire Flow Water Study

Water Supply Source Study:

The CIP Committee members agreed to create a line for Study of Alternative Water Sources. The study should be all inclusive. The study should look at both potable sources and non-potable sources. The study would differentiate between the allowable uses for potable and non-potable water.

PLANNING AND ZONING DEPARTMENT

Page 23, III. 1310-318 Planning & Engineering:

1. Project Number 2 “Engineering”:

- a. Change CRF Balance 12/31/2019 from \$6,982 to \$68,220;
- b. Change CIPC Recommendation FY 2020 from \$30,000 to \$10,000;
- c. Change CIPC Recommendation FY 2021 from \$30,000 to \$10,000;
- d. Change CIPC Recommendation FY 2022 from \$30,000 to \$10,000;
- e. Change CIPC Recommendation FY 2023 from \$30,000 to \$10,000; and
- f. Change CIPC Recommendation FY 2024 from \$30,000 to \$10,000;
- g. Change CIPC Recommendation FY 2025 from \$30,000 to \$10,000.

2. Project Number 25 “Update Master Plan”:

- a. Change CRF Balance 12/31/2019 from \$68,220 to \$6,962;
- b. Change CIPC Recommendation FY 2020 from \$4,000 to \$5,000;
- c. Change CIPC Recommendation FY 2021 from \$4,000 to \$5,000;
- d. Change CIPC Recommendation FY 2022 from \$4,000 to \$5,000;
- e. Change CIPC Recommendation FY 2023 from \$4,000 to \$5,000;
- f. Change CIPC Recommendation FY 2024 from \$4,000 to \$5,000; and
- g. Change CIPC Recommendation FY 2025 from \$0 to \$5,000.

3. Project Number 31 “1310-324 Village Center & River Front Park”:

- a. Change CIPC Recommendation FY 2025 from \$0 to \$10,000.

POLICE DEPARTMENT

Page 23, IV 1310-309 Police Department:

1. Project Number 10 “Upgrade Police Department Computer System”:

- a. Change CRF Balance 12/31/2019 from \$37,602 to \$18,265; and
- b. Change CIPC Recommendation FY 2025 from \$0 to \$5,000.

2. Project Number 21 “Town Wide Dispatch Communications Improvements”:

- a. Change “Next” by adding date of 2023;
- b. Change Total Estimated Cost from \$200,000 to \$325,000;
- b. Change CIPC Recommendation FY 2020 from \$25,000 to \$50,000;
- c. Change CIPC Recommendation FY 2021 from \$25,000 to \$50,000;
- d. Change CIPC Recommendation FY 2022 from \$25,000 to \$75,000;
- e. Change CIPC Recommendation FY 2023 from \$25,000 to \$75,000;
- f. Change CIPC Recommendation FY 2024 from \$25,000 to \$75,000; and
- g. Change CIPC Recommendation FY 2025 from \$0 to \$0.

Discussion re: revenue from providing dispatch services to the Towns of Woodstock and Campton. We will have due \$97,000 for Phase III. Where is revenue going from Town Dispatch? Woodstock = \$18,000 per year for 2 years; Campton = \$25,000.

MINUTES:

Motion to accept the September 24, 2019 CIP minutes as amended.

Motion: Burbank. Second: Beaudin. All in favor. (3-0). Ehrman abstained. He was not at the last meeting.

Discussion:

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503 **NEXT WEEK**

504 **Review Text and Work Session to finish Worksheet.**

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506 **Motion to adjourn the meeting at 11:15 AM by Town Manager Butch**
507 **Burbank. Seconded by Beaudin. All in favor. (3-0).**

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511 Date: 8-18-2020

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By: 

Ot Robinson, Chair