

REQUEST FORM continued:

Mr. Campbell stated that the Departments will get their copy via electronic communication this year, although there is one person who is shy of the computer and they also need to send one to Sharon Warga, the new Librarian. Mr. Campbell will hand carry these.

A discussion was held as to priorities. Mr. Hill felt that priorities should be set by the CIP committee. Mr. Paradis mentioned that the priority categories on the Request Form should match those in our CIP book. It was determined to eliminate "Committed" on the form and the others now match. Item #2 was changed to read "Capital Item Description". #3 to now read "Explain the Need". #6 – eliminate "Furniture" and "Land Acquisition". #8 – Insert as b "Lease/Purchase" and move the remainder down. Mr. Campbell will make these changes.

Mr. Yannuzzi asked if the Dept. Heads need to fill out forms for everything. Mr. Campbell answered that they only need to fill a form for anything new or anything that has changed. A discussion was held as to costs of items when adding increases over the years. Mr. Campbell feels that a little common sense needs to go along with the 5% accepted rule.

SPEAKER, KEVIN MacCAFFRIE

Mr. Campbell introduced Mr. MacCaffrie, stating that he lives here in Bristol. He then introduced the Board, secretary, Town Administrator and Bristol Fire Chief and stated that he invited Mr. MacCaffrie in the hopes of learning how he works with the Londonderry CIP.

Mr. MacCaffrie commended Bristol for their CIP committee as lots of towns do not have one. He feels these are needed, especially now. Londonderry does theirs 5 years at a time. Some items they can do longer as they are automatically replaced. Their ambulances are done every 5th year, updating to the current year's cost plus 5%.

Mr. MacCaffrie asked if Bristol includes the infrastructure/buildings. Mr. Paradis stated that we have not as yet though the Planning Board is considering adding this to the Master Plan. Mr. MacCaffrie stated that they have taken a complete inventory and determined the need to replace and/or repair. They take the complete inventory, add values, and then add it to the CIP. Of course, the plan is shifted for unexpected break-downs. They lean toward Capital Reserve Fund or spreading out payments over the years. He added that they do some Conglomerate Bonding when, for example, they have 4 urgent projects, and they can bond them all at once. For every ambulance, they put away \$40,000 to \$60,000 a year, Fire trucks have more put away and Highway a bit less. He is glad to see that we have a plan.

KEVIN MacCAFFRIE continued:

In Londonderry, they set aside \$100,000 a year for Capital needs. For example, SCBA's have \$30,000 a year budgeted for 5 years and then at the 8th year, they will start the 4 or 5 year cycle again. \$125,000 a year is set aside for cruisers on a lease/purchase. This allows for a good turn-in vehicle which keeps the cost down. The regular cruisers are changed every 2 years, the detective's vehicle every 3 years and the staff vehicle every 5 years. For the Fire Dept., the command vehicle is every 3 years, the chief's every 6 years, and the fire prevention every 4 years.

Mr. Favorite asked if their maintenance is done internally. Mr. MacCaffrie answered that it is in the budget and most is covered under the warranty. Police maintenance is low where for Fire it can be higher as the vehicles life span is longer. They figure a truck has a 12 year life span and a rescue truck is 15 years.

Mr. MacCaffrie said that they look for other ways of funding. Lease/purchase is the favorite. He then asked if we have Impact Fees where developers pay. Mr. Paradis answered that we have these on the books but have not implemented them. Mr. MacCaffrie stated that they do and 10% goes to Fire, 10% to Police and 40% to Highway. They do this for even a single family home as costs go up. It is a one time, one shot fee.

Mr. MacCaffrie went on to say that they only use Enterprise Accounts for Police Details. With Fire/Ambulance, some fees and prevention fees come back to their budget. He then emphasized that a Grant Writer is well worth having on staff. Mr. Campbell asked if grants aren't drying up now. Mr. MacCaffrie answered that the top ones are but there are smaller ones still out there (\$5,000 and \$10,000).

Another resource is cooperative purchases, which Mr. MacCaffrie advocates. They gather 8 communities so as to buy fuel oil at a better price. Sometimes things are better to do alone but this should be analyzed using the GPO price for comparison. Another way to cut costs is to place a building on a town boundary line and share with the other town.

To determine the CIP, one should ask where is the project in its life span. He suggested that we might want to abandon our library and one on a town line. Mr. MacCaffrie also advised that items not be put off every year as that just increases the cost. Mr. Favorite asked what the population growth in Londonderry has been and was told that in 8 years it increased 6,000 but in the last 3 years, only 400. Mr. Favorite mentioned the mindset that Bristol supplies for the towns surrounding us. Mr. Campbell added that Bristol is trying to revive our Downtown; other towns don't have much for a center. He mentioned the library needs due to usage and how Bristol received a large grant for the Downtown (though we have not received the funds yet). A lot of effort has gone into this so as to grow the town and fill the stores. We have been trying to get out of "defer, defer, defer".

KEVIN MacCAFFRIE continued:

Mr. Yannuzzi stated that you have to spend money to make money and mentioned the cell tower that we have been attempting to get. Mr. MacCaffrie stated that they built a new tower behind their fire station and did it with a grant under Public Safety. The town now gets revenue from it of about \$50,000 to \$75,000 a year. They only have Verizon as it was a Verizon grant that paid for it. Mr. Campbell asked if anyone had objections to putting up their tower and was told that there were none, though it is not seen very much. The FAA has a big dish out there also.

Mr. Campbell asked what funding Londonderry prefers. Mr. MacCaffrie stated that they prefer a bond or lease/purchase. They have 18 police cruisers and set aside \$125,000 a year for replacement. If we find that we have a surplus of money (unreserved fund balance) in the account, it is utilized for something else in that Department. They vote at Town meeting to move these funds to the CIP.

Mr. MacCaffrie stated that the CIP committee visits everybody and then the Budget committee does. This is done yearly. Mr. Hill asked if they have healthy funds or do they have to sell to the public and he was told that they have to sell. They figure 5% added to that years cost and then graduate it over the years needed for purchase. Mr. Hill stated that in Chester where he comes from, they did Capital Reserves but this town doesn't go for that. Mr. MacCaffrie said that they hold their Capital Reserves in one fund for Ambulance, Fire, and Highway. Mr. Campbell asked if he meant that they keep a Capital Reserve fund going and was told that they do. They put some away every year.

Mr. Hill asked if they save the chassis and change the box on their ambulances. Mr. MacCaffrie answered that they keep the ambulances 10 years so this is not practical. Sometimes the manufacturers change the chassis so that this cannot be done either. Mr. Yannuzzi stated that, at one time, Capital Reserve funds were done here in Bristol as we still have a couple. Mr. MacCaffrie stated that they just saved \$45,000 on a new Rescue truck because they had Capital Reserve funds to pay up front. Mr. Yannuzzi stated that we wait too long and the equipment falls apart and then has to be replaced.

Mr. MacCaffrie stated that their calls have expanded so that the present CIP timing may not work. They ask the Department Heads the technical questions and he always backs up his requests with data on standards. A lot of replacement depends on the amount of calls, mileage, etc. A vehicle may have just 130,000 miles on it but has had 200 hours of operation over the standard hours of operation.

Mr. Campbell asked who bills for their ambulance. Mr. MacCaffrie stated that they farm out the billing to a co-op company that gets 5% of what is collected. After 180 days, unpaid bills go to a collection agency that get 50% of what they collect. Mr. Yannuzzi stated that we do similar but they get 6%. Some is written off if it is under \$100.

KEVIN MacCAFFRIE continued:

Mr. Yannuzzi continued by saying that a hardship request form also gets written off. Mr. MacCaffrie suggested checking with other towns to get a better rate. Mr. Yannuzzi stated that they are doing that right now. Bristol brought in \$350,000 last year.

Mr. Campbell showed Mr. MacCaffrie our plan which we give out to the Dept. Heads, Budget Committee, Selectmen, etc. and added that it is in the town report as well. Mr. MacCaffrie mentioned that another saving is to rent or borrow equipment that is least used. Mr. Yannuzzi said that we already do that in the Fire Dept.

Mr. Campbell felt that last year we did well with our CIP as most was passed and suggestions were made for those that did not. He then thanked Mr. MacCaffrie for coming in and talking to us.

SPREADSHEET:

The spreadsheet was then looked over. Mr. Favorite has done the changes needed due to Town Meeting. Mr. Campbell suggested that we hold Mr. Hill's proposals for the May meeting as it is getting late. All changes have been made in orange. It was found that line #24 was missing the total in the grey column --- this should be \$30,000. #33 – due to no plans yet, this has been moved out to 2017. #43 – moved to 2017 & 2018 as we need an update on. This is Engine 4 and is at 22 years now so should be looked at. Mr. Yannuzzi stated that it meets the standards for the year of its manufacture but not current standards. He has 4 people ride on it and has 2 more follow in the rescue truck. This way he has a full crew and, especially in winter, the 2 who were riding in the open on the Engine swap places with the 2 in the rescue truck for the ride back.

Mr. Campbell said that he does not understand why the same vehicle is placed on two lines. #50 Paving of the Fire Dept. parking lot has been rolled into the paving number in the budget. Mr. Campbell feels that the reason we didn't do that is so as to show what year the paving was done (\$20,000 was placed in the budget and would need to be returned. Some of the members did not see the need for this. Mr. Capone said that it does not matter to him and that Mark Bucklin, Highway Superintendent, maintains a log.

Mr. Capone stated that there has been no discussion by the Selectmen as yet in regard to the Old Town Hall. Mr. Hill stated that Joe Santamaria says the roof should cost about \$35,000. Mr. Campbell felt that this was a little high. He continued to say that the Kelley Park change has been made. For #69 Water St. Recreational Facility – the \$10,000 is in the budget for 2011. Mr. Capone added that they have someone working on the plan and then will go to the Army Corps of Engineers, This item can be removed.

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OTHER:

Mr. Paradis stated that he is working on historical stuff and needs to talk with Mr. Capone about a couple of things that he is confused with. They will set up a meeting.

NEXT MEETING:

The next meeting of the CIP committee will be held May 17th. The next step is to get the Request Forms out. We shall also meet with the Budget Committee on May 2nd.

With no other business, S. Favorite made a motion, second by D. Hill, to adjourn at 9:40 p.m.

Respectfully submitted,
Jan Laferriere, secretary