

CAPITAL IMPROVEMENTS PROGRAM MINUTES  
April 17, 2012

**APPROVED as amended & clarified:**  
5/15/12\_jrl\_\_\_\_\_

AGENDA: FINALIZE MEMO & REQUEST SHEET; NEW NUMBERS FOR 2013

ATTENDING: Murray Campbell (Chairman), Steve Favorite, David Hill, Don Milbrand, Dan Paradis, John Bianchi (alt.), Joseph Lukeman (alt.)

ABSENT: -----

OTHER: Michael Capone (Town Administrator), Lucille Keegan (Energy Committee)

The meeting opened at 7:02 p.m. Mr. Campbell stated that Mr. Bianchi has been approved by CIP and will go before the Planning Board as schedules coincide.

**MINUTES OF MARCH 20, 2012**

The following amendments and clarifications were made: Page 1, motions, change “made a motion” to “moved” and “second” to “seconds” so as to save paper. Under Possible New Member, 3<sup>rd</sup> line, following “and for” insert “IPC/Freudenberg in”. Page 2, 1<sup>st</sup> paragraph, 2<sup>nd</sup> line, replace “Where we have had a negative feeling” with “Because there has been resistance”. 3<sup>rd</sup> line, following “Reserves” insert “accounts”. Replace “felt that” with “thought the prevailing feeling of the audience was negative.” Start a new sentence with “He thought we should”. 4<sup>th</sup> line, following “front end” insert “(original manufacturer)”. 6<sup>th</sup> line, change to read “major repairs. He was glad that the ambulance replacement was approved despite some opposition.” 4<sup>th</sup> paragraph, last line, replace “to cut down” with “to abbreviate the presentation.” Page 4, 4<sup>th</sup> paragraph, 2<sup>nd</sup> line, replace “\$153.00” with “\$153,541.00” 4<sup>th</sup> and 5<sup>th</sup> line, delete the last sentence.

D. Hill moved, seconded by D. Milbrand, to approve the minutes as amended and the motion was approved with 2 abstentions.

**PRESENTATION OF JOSEPH LUKEMAN:**

Mr. Campbell introduced the Board and Mr. Capone to Mr. Lukeman. He added that Mr. Lukeman is his neighbor and lives in Sunset Heights. He is the treasurer of the Homeowners Assoc. Mr. Lukeman then stated that he worked in the insurance industry as a methods and procedure manager. He developed a liking for procedures. He is now retired and would like to be involved in helping the town. He has no political aspirations. He wishes to help save money while giving the town departments what is needed to run efficiently.

**PRESENTATION continued:**

S. Favorite moved, seconded by D. Paradis, to accept Mr. Lukeman as an alternate to the CIP committee. The motion carried.

Mr. Campbell explained that both Mr. Lukeman and Mr. Bianchi will act as alternates. A discussion was held as to how many full members the committee is allowed.

**ENERGY COMMITTEE:**

Mr. Campbell explained that he had received a call from Don Martin, Energy Committee member, about coming in to see us. Mr. Martin was to talk to Nathan Hasselbauer, Energy Committee Chairman. Ms. Keegan is now present.

Ms. Keegan stated that the committee was formed about 3 years ago. They are feeling, at present, of not having accomplished much and are looking for suggestions. They meet on the first Monday of the month in the afternoon and it is open to the public.

Mr. Paradis asked what their basic goal is. Ms. Keegan answered that they have no budget but are trying to get out an educational piece. There is a workshop of State projects but with no funding. The committee shares ideas and of things but they don't go very far. Originally they were centered on Carbon Dioxide.

Mr. Paradis asked if they have any contact with the Library. Ms. Keegan stated that she and Mr. Hasselbauer are Library Trustees. Mr. Hill mentioned geothermal heating and Mr. Paradis mentioned wood chips for the library addition.

Mr. Campbell stated that there are several NH locations where gas emission is measured. He thinks that the nearest one to us is in Laconia. Figures are occasionally supplied to the Transportation Advisory group. It is located right off Meredith Center Road. The Energy Committee might want to meet there and take a tour, he suggested. Mr. Campbell added that Mr. Capone has been involved with an in-town energy audit.

Mr. Favorite said that occasionally he gets some input with the TAC committee. Mr. Paradis asked if they have kept track of town energy with things like how much gas is used, etc. Ms. Keegan said that they had not. Mr. Paradis mentioned that solar energy is often done along with schools.

Ms. Keegan was thanked for coming in.

**PROJECT REQUEST FORM:**

Mr. Campbell distributed the latest form and stated that he will try to send it by e-mail this time. The dates have all been updated. We shall try to get it on the web site. Mr. Capone stated that Ray Courchaine is looking into this. Mr. Campbell added that, for the time being, it will be put on the table in the upstairs hall.

**DEPARTMENT VISITS:**

Mr. Campbell stated that he will be away on the 20<sup>th</sup> so we shall start the visits on April 27<sup>th</sup>, 9:00 a.m. with Public Works.

Mr. Hill asked why we go to Water/Wastewater. Mr. Campbell answered that we get to know about their equipment. He feels it is useful to see how all the Departments work. The facility on North Main St. is completely computerized. He sees it as well worth doing. Mr. Milbrand added that Superintendent, Jeff Chartier, has a good handle on the Department but, if he should leave, we might need the information, plus, we occasionally aid funding via taxes.

Mr. Hill then asked about visiting the Library before their addition is done. Mr. Campbell feels it is a good idea to see how it is run and how they change. He added that we shall be short on time this year. He wants us to make the first 3 visits and discuss them at our next meeting on May 15<sup>th</sup>. After that, we shall review Police and Library on June 19<sup>th</sup>. In July, we shall start meetings needed for any review of the Department Managers. He advised that he would like to see as many as can to attend the visits as it is more effective if we show up as a committee.

When asked, Mr. Paradis stated that he can get the historic numbers together again and Mr. Milbrand is willing to continue doing the spreadsheet.

**JOE LUKEMAN'S IDEAS ABOUT CAPITAL RESERVE ACCOUNTS AND POSSIBLE IMPROVED CAPITAL ITEM REPLACEMENT SCHEDULING**

Mr. Lukeman felt that there should be no resistance to Capital Reserve accounts. It should be sold as a tool to save money. The Department Heads would probably keep some equipment longer if they knew that there was a Capital Reserve available when the replacement is finally needed.

Mr. Paradis stated that Police Chief Lewis was trying to get that idea across to the voters at Town Meeting. Mr. Paradis agrees that it is a good idea to have Capital Reserve accounts. Mr. Milbrand felt that we might look at it like the Police need so much per year, according to the replacement schedule; the Fire would need so much, etc. Mr. Paradis stated that we just need to get the Budget Committee on Board with it. Mr. Milbrand added that we need to educate the town on them, as well.

Mr. Bianchi felt that the problem is that we are not starting with a clean slate – there are still payments to be made on one piece of equipment when you are trying to pre-plan for another. This is a hard sell. He added that, with the Fire Dept., Engine 4 had an engine blow. It was determined to rework the engine to the tune of \$14,000 instead of getting a new one for \$23,000. However, we don't know when the reworked one will blow again. This could eat up the savings made earlier.

**CAPITAL RESERVE, ETC. continued:**

Mr. Milbrand stated that, right now, it is better to lease or pay on time rather than get the low interest on a savings account (Capital reserve). Mr. Lukeman stated that this is the time value of money, sometimes when you are to buy something, the interest rate is higher.

Mr. Milbrand explained that the CIP committee is all for Capital Reserve accounts so as to keep the bottom line steady. Mr. Campbell added that when the CIP committee started, the first couple of years suggested purchases were defeated, so we fell behind. A lot ended up with major repairs to have to pay for. The committee learned some things, like the backhoe replacement to be calculated by the number of hours of operation instead of years of ownership. Oftentimes, we find out about repairs after the fact. Cruisers have worked by rotating every 5 years. Mr. Lukeman's suggestion would save money.

Mr. Favorite stated that building up money is the problem. Did we look at leasing? Past Chief Clark was not in favor of that. Mr. Paradis again mentioned that this whole committee is in favor of Capital Reserve accounts. We have just 3 options available to us: outright purchase, lease/purchase, or capital reserve.

Mr. Hill stated that both ambulances were down recently and asked if they are okay now. Mr. Bianchi stated that both are in operation. Mr. Campbell said that there is merit to give serious consideration to capital reserve accounts and we should talk with the Department Heads to get them on board. We need to be on the same page with them.

**REPORTS:**

**Town Administrator:** -----

**Selectmen:** Mr. Milbrand stated that they have not taken all of the \$153,000+ out yet. \$28,091 has been taken from paving. Mr. Campbell asked about the Transfer Station money and Mr. Capone answered that they may have a little left from previous in order to do some of the work in-house.

**OTHER:**

A discussion was held as to the amount of members the CIP is allowed. Mr. Campbell thought that they might have 7 regular members. Mr. Paradis felt that this would be under the Planning Board jurisdiction as it is a subcommittee of theirs.

D. Milbrand moved, seconded by D. Hill, to recommend that 7 regular members be allowed on CIP by the Planning Board. The motion carried.

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**OTHER continued:**

Mr. Bianchi thought that there should be time limits for committees. Mr. Campbell said that this is difficult as they are all volunteers.

Mr. Campbell asked about the Old Town Hall and Mr. Hill stated that he saw an article in the paper where the HDC might have funding available. Mr. Milbrand explained that the HDC got Bristol membership with the CLG (Certified Local Government) recently which opens the door for funding.

Mr. Campbell then asked about progress with the Army Corps of Engineers. Mr. Capone answered that he sent them an e-mail today. The last we knew, the plans were under review by the environmental people. Mr. Campbell explained that this is for a recreation path that would connect to the trail in Hill. The Pemigewasset Snowmobile Club is willing to cut the trail.

Mr. Campbell asked about Engine 4 and Mr. Bianchi stated that they had to put in a new wiring harness.

**NEXT MEETING:**

The next meeting will be April 27<sup>th</sup>, 9:00 a.m., at Public Works.

With no other business before the committee, D. Milbrand moved, seconded by S. Favorite, to adjourn at 8:20 p.m.

Respectfully submitted,  
Jan Laferriere, recording secretary

CAPITAL IMPROVEMENTS PLAN  
MINUTES  
April 27, 2012

APPROVED as amended & clarified  
5/15/12\_\_jrl:\_\_\_\_\_

AGENDA:                   TOUR OF PUBLIC WORKS

ATTENDING:             Murray Campbell (Chairman), Steve Favorite, David Hill, Don  
Milbrand, Dan Paradis, Joe Lukeman

ABSENT:                   John Bianchi (conflict)

OTHER:                   Mark Bucklin (Superintendent, Public Works)

The committee met at 9:00 a.m. at the Public Works Department office with Mr. Bucklin.

**Sidewalk Tractor:** Mr. Bucklin explained that the sidewalk tractor has broken down and damage was done to the transmission. In order to repair it, the whole underneath would need replacing. The tractor puts in hard hours and would only be reasonably used as a back-up. A new tractor with plow would cost about \$125,000. It would be more for one with a boomer mower. We receive \$2500. a week for renting the tractor for mowing.

Mr. Campbell asked Mr. Bucklin to look at the tractor in 2 ways: costs to repair and to buy new. When asked, Mr. Bucklin stated that a reconditioned tractor's warranty is almost the same as with a new one. He has looked at 3 or 4 outfits so far. We have 5' wide sidewalks and would like a tractor that is 6' wide. Mr. Campbell asked if he has had any discussions with Mike Vignalli (architect with the Downtown project) as to any changes to those sidewalks. Mr. Bucklin had not.

Mr. Bucklin feels that we should have a one-side sidewalk all the way to the ball field (on Summer St.). This would require some crosswalks here and there. A discussion was held as to sand filling of the tractor and that we have a couple of miles of sidewalk to be plowed. Mr. Campbell asked if the blower would fit a new machine and Mr. Bucklin answered only if we replace with another Caboda.

Mr. Campbell stated that the committee will need 3 estimates from Mr. Bucklin: cost to repair, to replace new, and for a refurbished tractor. Mr. Hill asked about resale or trade-in. Mr. Bucklin stated that we could get some back for that. He added that the tractor broke down while they were doing the sweeping but probably began when plowing.

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The list of other equipment was then looked at:

**3 6-Wheel Dump Trucks:** Mr. Campbell asked if the purchase of the 1996 is still necessary for 2013. Mr. Bucklin stated that it starts hard now and burns oil. He is waiting a complete report on it now. It can go as a back-up. Mr. Campbell explained to the new member that these trucks are on a 5 year replacement plan, replacing each every 15 years. Mr. Bucklin explained that he uses them for 10 years as frontline and then 5 years as back-up. The two frontline are used to plow; all 3 are used for gravel. He thinks that \$135,000 will do for replacement. When asked, Mr. Bucklin stated that all 3 present trucks were purchased new. He has looked at remounting costs and they come out the same as new.

Mr. Hill asked if he can use the existing plow and Mr. Bucklin said that he will if he can. There is no real savings. Some of the plow blades have cracks in the outer surface. We have no Capital Reserve right now. Mr. Hill asked about Lease/Purchase. Mr. Bucklin stated that this is an option depending on the interest. Mr. Lukeman stated that a 2-year Lease/Purchase is best or you pay too much in interest. Mr. Campbell stated that the committee has only 3 options that they can recommend: The committee would like to recommend Capital Reserve for 4 years and purchase the 5<sup>th</sup> year. Mr. Lukeman suggested that they might want a Lease/Purchase for the sidewalk tractor. Mr. Bucklin thought that he might be able to hold the 2013 truck purchase for another year. Mr. Campbell mentioned that we do not want to do the same as the backhoe in which we spent all kinds of money for repairs and then it blew up and we had to purchase a new one after all.

**2 550-Trucks & ¾ Pick-up:** Mr. Bucklin stated that the ¾ pick-up is working out for them. The 3 trucks are on a 6 year replacement schedule. Mr. Campbell stated that the 2007 550-truck is due for replacement in 2015 and the 2009 in 2016. Mr. Bucklin stated that he would have to get closer to purchase time in order to know if any can be held off a year or so. As long as the vehicles remain reliable, he would like to keep them.

A discussion followed as to the importance of Capital Reserve accounts. Putting money away ahead of time helps keep the tax rate even. Mr. Milbrand mentioned that Police Chief Lewis tried to make that point for his cruiser purchases (at town meeting).

**Backhoe:** Mr. Bucklin stated that the backhoe is running fine. Mr. Campbell stated that the committee had first scheduled this piece by working hours and found that this did not work. It is now on a replacement schedule of 10 years.

**Grader:** Mr. Bucklin would prefer to get more money to pave all the streets/roads than to spend it on replacing the grader. If all roads were paved, he would only need a small excavator and a trailer to move it. This would be a cost savings in the long run. The trailer could be a reasonably used one.

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**Vacuum Truck:** This is slated to be replaced in 2016 (it is a 1988). Mr. Bucklin felt that, as long as he can do mini repairs, it is okay. Mr. Campbell asked about revenue from this truck and Mr. Bucklin stated that we get \$76.00 an hour to rent it out and it was rented for 40 hours this past year. The money goes into the general fund as people think of holding it within the department makes it a “slush fund” even though it cannot be spent without authorized use. Park & Go and Newfound Meadows have rented it and J. P. Morrison swapped its use for work he did for us this past year.

Mr. Campbell stated that he would like Mr. Bucklin to give us updates on all of his equipment and Mr. Bucklin agreed. He added that he would need to be within a year or two of purchase in order to know if he can stretch a piece out some. A discussion followed as to emergency funds.

**Road Paving:** Mr. Bucklin stated that the asked for amount of \$320,000 for 2012 has been decreased to \$170,000. He intends to do Jenness Hill, Benz Road, and some in the Green Street area. Mr. Campbell asked about sidewalk repair and Mr. Bucklin stated that this was cut after town meeting.

**Transfer Station:** Mr. Bucklin is going to try to do some site work in-house. When they finally can move things, they must be done in the same year. Mr. Milbrand stated that the Selectmen are discussing if they can apply the money we get from Hebron to this. Mr. Campbell stated that we would still need a warrant for \$300,000. Mr. Milbrand stated that they are looking to fund next year and in 2015. Mr. Hill asked the cost to do the drainage. Mr. Bucklin stated that they still have some funds left and could do some of this. The plan will have the brush pile down back and all else will be on the upper level. The brush pile is to be burned until such time as this is allowed. If that id no longer allowed, we would need a tub grinder which is better than a chipper. Mr. Hill asked if the brush pile would have limited hours and Mr. Bucklin answered that it would and perhaps they would open this on Saturdays.

As to the **Sand and Salt Sheds**, Mr. Campbell explained that they are a public liability right now. Mr. Bucklin went in with the State to lump delivery but it did not lower the cost. He does better on his own. We need the sheds to protect from rain and snow and to keep the salt from contaminating the area. Last year, Mr. Bucklin got the salt from International Salt and the sand from John Morrison on River Road. If the sand gets wet, it ices up.

Mr. Hill asked if the two compactors are separate. Mr. Bucklin stated that they are. The only need is wiring the new shed to the compactors. He added that one compactor is over 20 years old and we may need to consider replacing it. He has the compactors serviced every year.

**Transfer Station continued:**

Mr. Hill asked about the access to the burn pile. Mr. Bucklin stated that he will have to cut it in and bring gravel to stabilize the hill. Mr. Favorite asked about the Single Stream Recycling program. Mr. Bucklin explained that Concord is saying that they will not support a recycling facility. Mr. Campbell asked if we get money back from recycling. Mr. Bucklin stated that we do not get anything now but the regular trash costs us \$66.10 a ton so every bit that we recycle saves with that. If the new facility gets built, we will get some money back then. A discussion followed as to the need of folding the cardboard and taking the tops off from bottles. It was explained that the Single Stream machine takes in everything and sorts it out. Cardboard can jam it and caps of bottles go to a different bin than the bottles.

Mr. Favorite asked about repairs to culverts and bridges. Mr. Bucklin answered that he has nothing beyond normal maintenance. He added that bacteria eats the steel of culverts and salt gets to the tops of aluminum ones. Plastic is the way to go now (High Density Polyurethane).

At this time, the committee was shown around the upper yard. We watched an empty compactor being brought in to place and then looked at the sand and salt sheds which are in very poor shape. It seems that the sand shed is being held up by the sand. The old uprights are old trees which are deteriorating. The committee also looked at the work that has been done to level off the upper section and at the plow blades and the cracks that have started. Mr. Bucklin mentioned that one problem that they are having is determining commercial vehicles when someone comes in with their own pick-up truck or a trailer even though a sign on the truck looks like it may be commercial. He welcomes any suggestion to resolve this as he feels that it is unfair to the taxpayer who pays for the hauling of this.

The tour ended at 10:45 a.m.

Respectfully submitted,  
Jan Laferriere, recording secretary

CAPITAL IMPROVEMENTS PLAN  
MINUTES  
May 4, 2012

APPROVED as amended & clarified:  
5/15/12: \_\_jrl\_\_\_\_\_

- AGENDA:           TOUR OF WATER/WASTEWATER PLANT – 9:00 a.m.
- ATTENDING:       Murray Campbell (Chairman), Don Milbrand, Dan Paradis, John Bianchi
- ABSENT:           Steve Favorite, David Hill (away), Joe Lukeman (away)
- OTHER:            Jeff Chartier, Superintendent of Water/Wastewater

Mr. Chartier escorted the group through the plant beginning with the sample hut, return area, and splitter located next to the oxidation ditch. This is where samples are taken. A discussion was held as to taking in septage as a means of revenue. Mr. Chartier explained that he would like to look into this in the future but this requires a different process that we are not prepared for at this time. Ashland takes septage now. We do have 4 residents who pay to be treated as regular customers: they have their holding tanks emptied within 45 days and have it hauled to our plant. Anything over 45 days is counted as septage.

From there, we walked to the clarifier. A few years ago, they had problems with icing and tried a shrink-wrap it. This seemed to work so they now have had covers made for the clarifiers which work very well. Next, we were shown the Press room where affluent is pressed so that all liquid is released. The remaining affluent goes into a dumpster and is hauled away at a cost of \$45.00 a ton. Mr. Chartier mentioned that the dumpster is 15 years old and may need replacing in the near future. He thought that Public Works may be able to use the old one once it is replaced. We get 13% solids and when it leaves us, it can be land applied. This is tested 4 times a year. We have several BFD's which monitor for efficiency and the Department has recently received \$7,000 and a certificate from PSNH for their effort to save energy.

We then visited the return pumps and the filtrate pump station. Following this, the fluids are treated with chorine. A sample is returned and, if there is contamination, the flow is stopped and pumped back so as to be retreated. Mr. Chartier stated that Wes Ripple, DES, works well with them. Liquid that passes through here okay continued through a contact pipe to an area where Sodium Bisulfate is added to neutralize it. 3 days a week, the liquid is tested for E Coli.

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Mr. Chartier then took us into the new (4 years old) lab where the testing is done. Jesse Lamos (Chief Operator) showed us the process: the liquid is received in a sink and a sample is taken and placed in a special envelope. This is incubated for a day and then placed under an infrared light so that the operator can count the bacteria that lights up. He/she then looks up the count on a chart to see if the bacteria is safe or not. This is recorded and sent, via computer, on a monthly basis.

When asked, Mr. Chartier explained that he has 2 operators at the plant. Mr. Lamos is certified for Grade 2 and the other operator is a Grade 1. Another operator is out on the road. He has a Grade 1 and will get his Grade 2 when he has completed 3 years of experience. Mr. Chartier has completed all of the required Grades, has a Back Flow license and they have some certificates that are not required. They usually take 20 hours of classes a year.

Next, we were shown the drying beds and the storage tank with it's tower. There is a flow meter for the tower. We then entered the latest building which houses a garage, a large meeting room, Mr. Chartier's office, and some storage. Mr. Chartier showed us the computer set-up that he has which monitors the water system so that he can keep track of it and/or adjust it as necessary. If there is a failure, it can notify him at home.

Mr. Chartier showed us plans for the Downtown project for the pipes there. He said that our engineers, Underwood, work with Mr. McNally on this project. The plan includes the roads, drainage, pipes, hydrants, and service lines. They are trying for a plan that will last at least 50 years. Some ties will be inside the business buildings; these are buildings that abut the sidewalk and doing so will eliminate digging up the new sidewalk. The sewer lines will be sufficient to handle Sewer to the Lake, if it comes to fruition. Right now they are waiting DOT money. Bids are being sent out. They feel it will be August or Sept. to start. Mr. Chartier can apply for a CDBG grant to go towards the project but it will not be awarded until Dec. so we may want to wait until Spring.

Mr. Chartier mentioned that the State has looked at re-doing Lake Street and if they do, he would want to re-do those pipes (from the Musgrove bridge to Chandler St. He added that they check restaurant grease traps once a month and every 6 months they clear sand and grease as preventative maintenance.

Mr. Chartier has spoken with Matt Hughes, proposed new boat sales and repair business, in which he suggests that Mr. Hughes pay to add lines to his place from the Elderly Housing line. If he did, he would own the line, and any who attach to it, for 5 years. We would maintain it after one year. Mr. Chartier has also suggested that Family Dollar go in with the new Medical Center for sewer lines. Otherwise, Family Dollar will have to tie in when it goes by his property.

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Discussion of boring under the river (Beech St. to Gina's) can also be done to go under roads. Mr. Chartier stated that they can and are happy with the company that they have been using.

The group then went to the Hall Road facility (Storm Center). This facility can do 500 gallons a minute but is only permitted to do 300 gallons per minute, per day. There is a generator outside in case of emergencies. This facility is a backup to the one at Fowler River. The town needs 175 gallons a minute per day. If the output is low, this facility takes over. It gets pumped to the Burton Williams facility on North Main St. Any overage goes into the storage tank further up North Main St. To eliminate too much chlorine when the pump is off, they have a day pump that regulates this.

We visited the Burton Williams facility. As in a lot of their buildings, there is an air exchanger that is on a timer. Once a month they flush the system through-out. This facility regulates the flow. 175 gallons per minute to the town, 125 gallons a minute of residual to the water tank. There are two booster tanks there that can pump 300 gallons each when it is needed from the Storm Center.

Mr. Chartier stated that they have plenty of room to grow but storage of water would be needed. The second well at Fowler River is considered a backup by the State but it would be expensive to use. There is nothing life threatening but the taste and smell is bad.

The last facility we drove to was the sub-station on Bristol Hill Road. Mr. Chartier stated that this is similar to a large propane tank and we may need to consider revamping this at some point.

The tour ended at 11:55 a.m.

Respectfully submitted,  
Jan Laferriere, recording secretary

CAPITAL IMPROVEMENTS PLAN  
MINUTES  
May 11, 2012

APPROVED as amended & clarified:  
5/15/12\_\_jrl\_\_\_\_\_

AGENDA: FIRE DEPARTMENT TOUR

ATTENDING: Murray Campbell (Chairman), John Bianchi, David Hill, Don  
Milbrand, Dan Paradis

ABSENT: Steve Favorite, Joe Lukeman

OTHER: Steve Yannuzzi, Fire Chief

The committee and Chief Yannuzzi went over all of their Capital equipment:

1. Air Compressor – The compressor is new and running okay.
2. Masks – These are all new and are fine.
3. Ladder Truck – We have 3 more years of payments to pay on this truck.
4. Engine 4 – This is the next truck to tackle. It is a 1989 (23 years old). Chief Yannuzzi feels that we need to pay of the ladder truck before replacing this. They have done major repairs to it with the latest being the wiring harness (\$6,000 which came out of their budget such as the ambulance repair of the new ambulance as it will only need inspection and registration for now). Engine 4 is now running better. Mr. Bianchi mentioned that this is the same engine that “fried” a few years ago and we had the engine fixed for \$16,000. Chief Yannuzzi continued to say that it is first out for mutual aid and carries the water. They are doing maintenance better and use Randy’s in Hill. When the engine “fried”, Ken Braley towed it to the garage for free. Chief Yannuzzi stated that he supports the CIP plan for this truck. He will apply for grants whenever they appear. The group discussed lease/purchase and Chief Yannuzzi feels that lease/purchase should only be used for emergencies. Mr. Campbell stated that the plan is to start saving money (Capital Reserve) in 2014 and purchase in 2018. Mr. Hill felt that we should start in 2013. Mr. Bianchi felt that some of the earnings of the Department should be set aside for this instead of going into the general fund. He mentioned that they need an addition to this building.
5. Engine 2 – This truck is running good and is set for replacement in 2031.  
Ambulance 2 – This is the front line ambulance with 110,000 miles on it. In August, or so, Chief Yannuzzi plans on placing it on backup for the next 5 years. The new ambulance will become the front line. The Department has done repairs on the globe plugs and some electric. The new ambulance order has been placed and will be similar to the present Ambulance 1 but with a Chevrolet chassis. The vendor is Osage out of St. Louis Missouri. Chief Yannuzzi made up a committee

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FIRE DEPARTMENT continued:

6. similar box into a bay to be sure that it would fit. The new ambulance was ordered a month ago. Mr. Milbrand added that they did very well on this process.
7. Hydraulic Tools – The Engine 2 set is in good shape but a shear pin snapped on the cutter. The tools are beginning to show some wear. Chief Yannuzzi would like to replace the oldest set to use as primary and the second set would then go as backup. The new set to be purchased next year.
8. Paving – The paving has been done and were advised to do the sealing of it next year. Chief Yannuzzi plans on having this done from his operating budget.
9. Command Vehicle – This vehicle has 66,000 miles on it. The brakes and rotor have been replaced and they did some body work on it last year. Chief Yannuzzi has his interns wash and clean it as well as to sand the wheel rims and repaint them.
10. 4-Wheel Pickup – Mr. Milbrand suggested that they look for a reasonably used one and the Chief stated that this is his intent. The Forestry truck (that it would replace) is out back and is leaking oil. He brings it down from the Old Fire Station in the Spring. He feels that replacing it with a pickup would be much more useful. The old truck is only used for fires where a pickup could be used like the town car is used. Right now, members use their own vehicles. Chief Yannuzzi mentioned that there is a used one in Concord that he is looking at and felt that it would be okay for now and we can replace it later. We would use a trailer with it. Chief Yannuzzi added that he looks for equipment on-line for himself and for some of the other town departments. Mr. Hill asked how many forestry calls they have. Chief Yannuzzi answered that they do not have many. He would rather have a truck that they can use all the time than to have one sit out back.
11. Generator – The new generator has been installed and used a couple of times. It works well.
12. Rescue Unit Truck – This is used for water rescue, technical rescue, and for hazardous materials. It carries the 2<sup>nd</sup> Jaws of Life. It is also used when the Suburban (Command Vehicle) is in the shop. Chief Yannuzzi is okay with the CIP plan for this truck.
13. Boats – A boat is already at Cummings Beach on Newfound Lake. Boat 2 (Zodiak) is here at the Station. It is new, purchased by a grant for ½ and the balance from money filling tanks for other towns. They have done training with kayaks and the Zodiak on the Pemi- River.
14. Building – Chief Yannuzzi mentioned that the back wall is separating about an inch. He feels that, rather than move the town offices to a rental facility, remodel the present Police station, and repair and enlarge this building, it would be saving money to build a public safety building which would hold Police and Fire. Mr. Campbell stated that a bunch of NH towns have now done so. Mr. Bianchi explained that for many years the roof leaked until the town finally voted to repair

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FIRE DEPARTMENT continued:

14 continued:

it. In the meantime, the leak came down this back wall for quite some time and is now powdery. Chief Yannuzzi feels that this situation requires a look at the whole need (Police, Fire, and Town Office) and address it that way. For the 3 ½ years he has been here, we have talked about the need of space. Mr. Paradis stated that years before that a Space Needs Committee was utilized but nothing has been done. The Planning Board added the need to the Master Plan to give it more legitimacy. The HDC has been trying to get something determined about the Old Town Hall.

Mr. Campbell explained that, in July, the CIP will call back various Departments for a final discussion. As to representation at town meeting, Mr. Campbell would welcome the Departments support. Chief Yannuzzi agreed that they should agree with the CIP plan. A discussion was held as to many people not looking into the future. They do not seem to feel that they should pay for something to be purchased in the future when they may not be around. However, they forget that someone else may have paid for what they are benefitting by at this time. Mr. Hill asked if we might have petition articles if we can't get Reserve Funds through the Budget Committee or Selectmen (who have been reluctant in the past). A discussion followed as to how to convince folks that Reserve funds cannot be used without permission and are designated for a particular use. They are also a way of balancing the bottom line of Capital purchases so that the tax rate does not keep jumping up and down. Mr. Hill suggested that we show purchases as they would cost by using Capital Reserve funds and by borrowing the funds for a purchase to perhaps show the advantage of Capital Reserves.

At this time, the Chief showed the committee the new generator, which is diesel powered and has a 60 gallon tank. He stated that he is looking for grants for adding more physical equipment. When asked, the Chief said that he has 6 full-time employees, 23 call firemen, and himself. He then showed the committee the old Forestry truck (1946 model). They have rebuilt the pump that it carries (for \$150.00). The trailer that carries the equipment, etc. belongs to the State.

The Chief was thanked for his time and the meeting ended at 10:50 a.m.

Respectfully submitted,  
Jan Laferriere, recording secretary