

CAPITAL IMPROVEMENTS PROGRAM MINUTES
July 24, 2012

APPROVED as amended & clarified:
8/21/12 __jrl_____

AGENDA: WORKSHOP – REVIEW WATER/WASTEWATER, POLICE,
 AND PUBLIC WORKS DEPARTMENTS

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

ABSENT: -----

OTHER: Jeff Chartier (Supervisor, Water/WW), Mike Lewis (Police Chief),
 Mark Bucklin (Supervisor, Public Works)

Meeting opened at 7:04 p.m.

WATER/WASTEWATER: Jeff Chartier

Mr. Campbell asked if there are any new requests. Mr. Chartier answered that he has some:

 Newfound River Crossing – The cost is \$50,000 and to come out of Capital Reserve. It will tie in when the Downtown project starts.

 Downtown Project – It will cost \$2,000 and the bond payment. Mr. Chartier has applied for State funding. The water portion is on the State preliminary list; the deadline for the wastewater portion was last week and he applied. With State funding, we get lower interest rates. Mr. Campbell asked what he will do if he does not get the State funding and was told that it will either be bonded thru NH or a bond with a local bank. The bond payment includes the \$815,000 voted for.

 Meter Upgrade – Mr. Chartier is looking to start a meter upgrade in 2013 and estimates a total of 6 years for about \$300,000.

 Road Reconstruction – Mr. Chartier will consider upgrades to pipes with any road reconstruction. Mr. Favorite stated that we are now 3rd on the 10-year plan for Summer Street.

 Water Leaks – Mr. Chartier will consider replacing pipes where continuing water leaks develop. He added that most of the town has pipes from 1951. There are some old ones from the 1800's.

 Loops – Mr. Chartier would like to continue pipe lines to form loops, such as with Timber Lane and Crescent Street.

 Bristol Hill Ejector – The ejector is from 1975. Today's cost to replace would be about \$250,000. He would like to replace this in 2020 (about 4% annual increases in cost).

WATER/WW continued:

1990 Central Street Pumping Station – Mr. Chartier would like to replace this in 2019 at a cost of about \$550,000. Most of these last few would be from Capital Reserve. Mr. Campbell asked what happens if this breaks down. Mr. Chartier answered that there are 2 pumps but if both failed, he would pump it to 2 tankers and transport it to the WW facility.

500 Gallon Storage Tank – This is not a critical item but would be better for a fire in the downtown area.

Vehicles – The 2000 Chevrolet 1-ton utility truck is set for replacement in 2017 for about \$50,000, the 2008 to replace in 2018, the 1983 in 2016, and the backhoe in 2028.

Mr. Campbell explained that if there are things not covered by user fees, the CIP committee needs paperwork on these. Mr. Chartier was thanked for coming in.

POLICE: Mike Lewis

Mr. Campbell asked if there are any problems with their vehicles. The Chief answered that the 2010 SUV has 55,000 miles on it and just had \$11,025. of electrical work done on it. This is a problem in that he only is given \$1500 per vehicle for repairs for the year. It costs \$800.00 just to do brakes. He has spent \$1,000. on the 2006 cruiser venting system.

Mr. Campbell asked for the mileage of each vehicle and was told: 152,000 on the 2006, 110,000 on the 2008, 55,000 – 58,000 on the SUV, 70,000 on the 2011, and 8,500 on the 2012. The 2006 is the next one for replacement. The Chief further explained that he has a suggestion about cruisers needed for details: He would rather use the replaced cruiser, rather than to trade it in if it is still in working order, for this duty. It requires the vehicle to idle daily for months. This would get them through the summer and then, in the fall, they could put it out for bid. Mr. Campbell asked what would happen as to the lights, etc. and Chief Lewis stated that the equipment stays for 10 years and it costs more to take some of it out (\$65.00 an hour). Mr. Paradis asked about insurance costs and was told that it would be peanuts on the dollar.

Chief Lewis stated that he has done a survey throughout NH and has learned that for Police Departments of our size, they recommend 7.5 fully equipped cars instead of the 5 that we have. Mr. Campbell asked what his obligation will be for the TE Downtown project. The Chief answered that he is to supply an officer every day. Early on, the Chief met with the Town Administrator and the Engineers about what would be needed. Right now, the Chief has to supply an officer for the Middle School and often has to reach out to surrounding towns for details, never mind then the TE project starts. If it starts in early fall, he will have

POLICE continued:

a problem supplying this and the school. At the end of November, the officers usually take their time off.

Mr. Campbell asked about his replacement schedule for vehicles. The Chief answered that cruisers are to be replaced in 2013 and 2014 and the SUV in 2015 at which time he will probably replace the 2011. Mr. Campbell mentioned that the newer cruisers are now all-wheel drive. Chief Lewis agreed and added that he will probably not replace the SUV with another SUV as there will be no need. He would prefer a pickup truck that would carry cones, barricades, etc.

Mr. Hill mentioned the citizen survey that reported 3 cruisers parked here at the Station. He advised having them parked out back. Chief Lewis stated that no-one complains that Mr. Bucklin has 6 plow trucks sitting or that the Fire trucks are sitting in the Fire Station. Several times, a cruiser is not needed and sometimes personal cars are used. He added that the use of personal cars is not good as, if an accident happened, it would cost more.

Mr. Hill asked what would happen if the Chief kept the old cruiser for details and it crapped out. Would they be able to get a new one at that time? Mr. Milbrand stated that the money for a new cruiser could be encumbered or a Capital Reserve account could be set up for this purpose. It was determined that a vote at town meeting could allow the Selectmen to do this so that the new cruiser is purchased at the time that it is needed. Chief Lewis mentioned that the Fire Dept. is looking for one and they could take the replaced cruiser if it is still good. It does take several months to get a new cruiser once it is ordered. Mr. Campbell felt that it could be used for the Town Office, as well. The Chief would prefer to do this rather than their using personal vehicles. The Town Seal could be put on the vehicle for this use.

Mr. Campbell asked about the motorcycle. He was told that the grant is year to year. 50% is paid by the grant and 50% is funded by the Mooseman race (which may not return in 2013, he added). Should that happen, the Chief will either try for donations from town businesses, ask the Selectmen for the money, or not apply for another year and return the bike. They are supposed to turn the bike in each year. It costs \$3,480. a year and travels 5500 miles during that time. It gets 16 miles per gallon compared to a cruiser's 54.

Mr. Campbell asked about the Army surplus that they put in for. The Chief stated that they were granted 2 but both had problems so he left them. When asked about the generator back-up for this building, the Chief stated that he and the Fire Chief are working on this. His share would be \$13,000 and be purchased in 2013.

POLICE continued:

As to the Police Station, the Chief explained that the need has been from earlier than 1998 when a Space Needs for all departments was done. It was found that the Police was the #1 priority. In 2007, 3 plans were done for this property at a cost of \$1.7 to 3.3 million dollars. It is now critical as we failed a surprise State audit 2 months ago. The Selectmen have met about the possibility of leasing space for the town offices. This would be cheaper to move the offices so that the Police could utilize this facility. In one of the 2007 designs, only 4 walls would need to be put up and then money for the required addition of a juvenile section and a sally port. We also have no video and audio equipment in the building which is a need for handling juveniles and also in case of an emergency, such as the escape of a prisoner into the other sections of the building.

Mr. Campbell asked if the plan, that Chief Lewis was showing the committee at this time, was the lower floor plan. He answered that it is. He added that the Juvenile section and sally port could be moved from the rear to go from the side where the cruisers park as the roof line would fit better. The whole cost is estimated at \$365,000.

Mr. Hill asked about the second vehicle area in the sally port and was told that we pay \$65.00 a week to keep vehicles, such as the fatal crash vehicle recently, stored until litigation is complete. Mr. Hill thought we could rent a Tilton trailer for \$70.00 a week. The Chief explained that a trailer would present a security problem; the vehicle is evidence. He went on to say that, if they had the whole building, it would have a 30-year life. The new section would be 1600 square feet with the entire project at 8,700 sq. ft. The cost includes all of the required equipment. Mr. Favorite stated that he has visited several Police facilities and finds that Hopkinton is the closest to us for needs. Chief Lewis stated that their economic status is higher. Mr. Favorite mentioned that their population is at 4900. Chief Lewis stated that we have plenty of land out back that belongs to the town, so parking would not be a problem even if the town offices stayed for now.

Chief Lewis mentioned that they are seeking grants town-wide to replace radios as they are going to narrow band now. The cost is \$6600. each. To date, he has purchased 5 of these. Mr. Campbell asked if they still have dead spots and was told that they do. One of the most critical being from the Homestead to New Hampton as the high school is in that area. The Chief suggested that we have our own Dispatch Center as we pay \$70,000 a year for Police and Fire/EMS coverage. We would get free billing and maybe produce income from other towns. Mr. Bianchi asked if narrow band is the same frequency and the Chief will get back to him on that. Mr. Campbell then thanked the Chief for coming in.

PUBLIC WORKS: Mark Bucklin

Mr. Campbell stated that we had 2014 as the replacement year for the 1998 6-wheel dump. Mr. Bucklin stated that the Freightliner was sent out for repair but it is still burning oil. It would have to have the engine torn down and rebuilt, which is costly. Mr. Campbell felt that we should have it as a lease/purchase for 2013-2014.

The 2001 is to be replaced in 2017 and Mr. Bucklin stated that, if it is replaced, it would not be the front vehicle anymore. Mr. Campbell asked about a lease/purchase and was told that this would be okay.

The sidewalk tractor was then addressed. Mr. Bucklin stated that it has been repaired but is on the delicate side. Replacement would be a tractor with a snow blower and 200 horse power for 5' sidewalks. Mr. Favorite stated that we have 3.2 miles of sidewalk and most are pretty beat up. He feels strongly that we need to maintain the walks and prevent law suits. With the Downtown project, that will fix less than 1/8th in good shape. He asked if Mr. Bucklin has any plans to repair the rest. Mr. Bucklin stated that they have talked about this and need to list the needs for standards. He added that the State has put in miles of sidewalk, with barely a house seen, in some towns but Bristol gets nothing. It was mentioned that we need to stop taking Mr. Bucklin's funds for other departments.

Mr. Bianchi asked how we can push the State. Mr. Favorite thought that it needs to start with town meeting.

Mr. Bucklin stated that the new sidewalk tractor would be the same as the current one. For streets such as School Street, there would be right-of-way issues to bring the sidewalks up to code. Mr. Hill asked what we do now when a 5' tractor goes along our 3' sidewalks. Mr. Bucklin suggested another line in CIP for sidewalks and the committee agreed. Mr. Hill asked how long we have had the Kubota. Mr. Bucklin answered that it was purchased in 2005. Mr. Hill then asked what we used before that and was told a John Deere.

A discussion followed and Mr. Favorite estimated that only 1 ½ miles of walks out of the 3.2 miles are in decent condition. Mr. Bucklin stated that it took \$10,000 to do 50' of walk in front of the TTCC. Mr. Hill asked if we would get more life out of the new tractor and Mr. Bucklin answered definitely. He added that it could also be used to mow the sides of the road instead of hiring equipment for this. It was noted that an ambulance costs only a small amount more than this and it was felt that the ambulance gets 5 years of life and the tractor at least 15 years.

PUBLIC WORKS continued:

Mr. Favorite mentioned looking into Bobcat and Mr. Bucklin stated that they are not as comfortable to operate. Mr. Campbell set this as a lease/purchase for 2014. Mr. Favorite asked if they were keeping the grader and was told that they are. Mr. Bianchi felt that the town needs to complain to the State. Again, Mr. Favorite stated that we are on the 10-year plan but that they are waiting funds. He emphasized that we must stay on them.

Mr. Hill brought up the problem of sanding in which refilling of the sidewalk tractor requires taking it back to the shed. He suggested a "silo" where the mica building used to be. It was also mentioned that it could be placed by the tool shed here. Mr. Bianchi asked, when the police project of digging in back of this building takes place, if the dirt will go to Mr. Bucklin and he answered that it will be used for fill for the renovation project there.

The replacement schedule for the vehicles is as follows: F550 in 2015, the 2nd one in 2016, the ¾ ton in 2017, and it was noted that the 1988 vacuum truck has a 20 year life. Mr. Bucklin stated that Fairfield also has used vehicles at times but you need to give the funds up front when one comes available. Mr. Campbell mentioned setting up a Capital Reserve for 2015. The front end loader is set for replacing in 2016-2017. Mr. Bucklin stated that it is nearer \$150,000 now but Mr. Campbell wanted to leave it at \$130,000. It runs well and may last longer. Mr. Bucklin would like an Excavator with rubber tracks for \$80,000 (with trailer or tires).

The Transfer Station Remodel was then addressed. Mr. Bucklin stated that preliminary plans are in place and money has been encumbered from the design to work on the terracing. Mr. Hill thought it should be done in stages with the moving of the lower bins first. It was explained that this is next to impossible to do; Mr. Bucklin needs the move to take place all at once. Mr. Campbell asked if we have to have final plans and Mr. Bucklin and Mr. Milbrand thought that the plans they have are fine as they were engineered. Mr. Bianchi asked if part of the plan will re-do the road to the lower section. Mr. Bucklin said that part of it is at least.

The committee asked about Road Paving and if \$300,000 a year works. They were told that it does and he would like a sidewalk line with an estimate of \$50,000 a year. Mr. Campbell asked about cutting paving to \$250,000 to offset this and Mr. Bucklin said that he would like that only if they have to. Mr. Lukeman stated that with the whole amount, if it gets cut, at least there would be the \$300,000.

PUBLIC WORKS continued:

Mr. Bucklin stated that the roof project has been put out for bid (for the Highway garage). Mr. Favorite asked if he will need to replace plows and was told that he would not. Mr. Campbell asked about the roof leak and was told that they have been patching the leaks but it just develops more. Mr. Campbell advised Mr. Bucklin to develop numbers for the salt and sand sheds. Mr. Hill had thought there should be a 4-year plan of \$200,000 a year for the Public Works project but this looks like a 5-year plan. He would like to level the cost over 5 years. Mr. Bucklin was then thanked to attending tonight.

TENTATIVE PLAN:

Mr. Campbell then distributed a tentative 5-year plan that he had drawn up. He went over this, explaining that the numbers in red were possible changes. Mr. Paradis mentioned that the vacuum truck should have \$100,000 in Capital Reserve. Mr. Lukeman thought that the full amount should be placed in one year for when a used one comes up. Mr. Hill stated that this is why he likes having a Capital Reserve set up for each department. Mr. Lukeman reminded the committee to put \$50,000 in for sidewalks. It was thought that the Library project needs to be added to the CIP, \$90,000 for 10 years. It was noted that it will remain zero until 2013. Mr. Bianchi added that the Square project needs to be added, as well.

Mr. Hill questioned the cruiser replacement – either \$34,124 or set up a Capital Reserve fund. Mr. Milbrand suggested a Detail Revolving Fund. A discussion followed about trying to get Capital Reserve funds through. Many people still think they are slush funds. Mr. Lukeman felt that we need to give the workers the right tools to do the job. Mr. Paradis mentioned that the tax reform group should be attending meetings (CIP Budget, etc.) so as to be better informed. Or else they should talk to the department heads at least, he added. Mr. Campbell felt that we need to rebuff some of the statements made at town meeting.

MINUTES OF JULY 17, 2012:

The following amendments and clarifications were made:

Page 2, 3rd paragraph from the bottom, 3rd line, replace “Mercy” with “Emergency”. Page 3, 3rd paragraph up, 1st line, insert “building” before “drainage” and change “done” to “re-done”.

D. Hill made a motion, second by J. Bianchi, to approve the minutes as amended. The motion carried.

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CIP Minutes
7/24/12

NEXT MEETING:

The next CIP meeting is scheduled for Tuesday, August 21st at 7:00 p.m. Mr. Campbell asked Mr. Paradis to look over the “Introduction” section, Mr. Milbrand to do the Spreadsheet, and Mr. Hill to do a draft of the explanations.

With no other business before the committee, D. Milbrand made a motion, second by D. Paradis, to adjourn at 10:20 p.m.

Respectfully submitted,
Jan Laferriere, recording secretary