

CAPITAL IMPROVEMENTS PROGRAM COMMITTEE MINUTES
August 25, 2015

APPROVED: _____

AGENDA: MEET WITH HIGHWAY AND POLICE
WORKSHOP – 2016 PLAN

ATTEND: Don Milbrand (Chairman), Steve Favorite (Vice-Chairman), John Bianchi,
Bill Cote, David Hill, Joe Lukeman

ABSENT: Dan Paradis

OTHER: Mark Bucklin (Highway Superintendent), Michael Lewis (Police Chief)

The meeting opened at 7:01p.m.

HIGHWAY: MARK BUCKLIN

Mr. Bucklin explained that the 1-ton is on order and will be ready by 9/1/15 if we are lucky. The plow and dump body will then be outfitted which should take about 90 days. The old 1-ton is in the repair shop. They are looking for a used block for it. Mr. Bucklin mentioned that the front end loader can go out another year or two.

Mr. Lukeman mentioned that the committee is looking to budget a Capital Reserve account for any of the heavy equipment. Mr. Hill asked how much he feels that he needs and Mr. Bucklin answered \$150,000 to \$160,000. He added that they do generate between \$7,000 and \$10,000 a year (rental fees). He would like to be able to keep that, as well.

Mr. Bucklin stated that the vacuum truck could go another year though they are having problems with the upper part of the tank on the back end. The problem is that the lower part is made of stainless steel but the upper half is not and is rusting (this part holds the dirt that is vacuumed). Mr. Bucklin explained that, last year, he could have purchased a used vacuum truck for \$25,000 that was 15 years younger than the one we have (a new one costs \$200,000 or more) if he had the money available in a Capital Reserve. A discussion followed as to the process of using a Capital Reserve account.

Mr. Hill asked about the sidewalk tractor vacuum. Mr. Bucklin explained that it is not strong enough for the drains. Mr. Hill asked if Mr. Bucklin had ever thought about contracting for the drains and Mr. Bucklin said that he had not but could check into it. Mr. Lukeman asked how often the vacuum truck is used and was told that it is used twice a week and then in the Spring and in the Fall for the major cleanup. The Highway Dept. can keep it going for now, Mr. Bucklin added.

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HIGHWAY continued:

Mr. Favorite asked about paving. Mr. Bucklin stated that he is planning on doing around the elementary school: School, Winter, Mayhew, and Cedar Streets. He plans to do chip sealing on Upper Birch Drive. Mr. Milbrand asked if \$250,000 is enough for the 2016 paving line. Mr. Bucklin said that he would like more but is okay with that amount.

Mr. Favorite then asked about sidewalks. Mr. Bucklin answered that he plans on South Main Street and the south end of town. He was then asked about the Transfer Station plan and Mr. Bucklin stated that they continue to fill out; there are no expenditures on it yet, only site work, as, once they get to the cost projects, the whole thing needs to be done. Mr. Milbrand asked if we should look at this as one or two years further out and was told that we should. Mr. Favorite asked if he got any fuel from the hazard waste day and Mr. Bucklin had not. He added that he still has some waste oil but can use more as they will probably run out this winter. Mr. Favorite asked if he plans on hanging onto the grader. Mr. Bucklin stated that they will for now; they have put on new brakes. If all of the town roads were to be paved, it would be cheaper than getting a new grader. Then any need for a grader could be hired.

With nothing further for the Highway Department, Mr. Bucklin was thanked for coming in.

POLICE: MICHAEL LEWIS

Mr. Milbrand alluded to the request for body cameras. Chief Lewis stated that there has been much discussion about this need through-out the country. He has presented the issue to the Board of Selectmen as it is the #1 discussion with State insurance. The Watch Guard Body systems that the Chief is requesting are in sync with the vehicle systems we already have. Chief Lewis mentioned that in July and August, they had 3 potential use of firearms where they had to use force. The cruiser cameras did not cover these. He added that we have had great success with the cruiser cameras but body cameras are needed for officer safety, officer liability, and town liability. The cameras that he is asking for have a 24 month warrantee, after that, it is \$200.00 per unit for 24 months. The cost is about \$1,000. + warrantee per officer.

Mr. Hill asked how big the units are and was shown photos of them (about the size of small portable phones). Mr. Lukeman asked if the officer needs to turn it on and was told that it runs on low quality when taken off the battery and will go to high quality when the officer activates it. Mr. Cote asked why he is not asking for spares and Chief Lewis stated that he tried to keep it as low a cost as possible. Mr. Favorite asked if, when it is plugged in, it records what is on it. Chief Lewis stated that it records for up to 9 hours. He added that he plans to research grants for this, as well.

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POLICE continued:

The request for a new cell tower for town agencies was mentioned. Chief Lewis added that he feels that we should be looking into having our own dispatch center, as well. At present, the Police pay \$55,000.00 a year for this service and Fire pays another \$35,000 - \$40,000. Lakes Region Mutual Aid uses our tower for free. We could run a dispatch center for around \$360,000 and receive more than that in revenue from the district towns and it would be open 24 hours a day. Folks would be able to get information more quickly and it would allow us to keep our arrested people instead of the cost of running them to an acceptable location. We would need a recording device but our equipment is already dispatch compatible. We would need a room which could be done here if the town offices were moved. It would be the Newfound Regional Dispatch Center with a staff of 5 full time and 2 part time workers.

Mr. Favorite asked about the police radios and was told that 3 portables are in need of repair. The Chief hopes to get grant funding for this. Mr. Milbrand asked if the next cruiser to be replaced is the SUV and was told that it is. The Chief added that it is at a cost of \$44,900 fully equipped. The last cruiser purchased is a 2016. H likes the idea of Capital Reserve accounts which allows them to use a car longer if they can, with the assurance that there is money available if it quits. Mr. Hill asked the mileage on the five cruisers and was told that there are 2 with 130,000 miles, 2 with 80,000 and 1 with 5,000. The Chief added that one of the 80,000 puts on more miles than the others; one of the 130,000 does less miles per week now. When there is a vote for a new cruiser, they use the poorest cruiser 24 hours a day before it is replaced.

Mr. Hill suggested that the committee consider placing \$100,000 in a Capital Reserve for the Police. Mr. Cote asked why \$100,000 and Mr. Lukeman felt that \$45,000 would be better. Chief Lewis stated that it can be a line item in the budget. He would not recommend \$100,000. Mr. Cote thought that \$50,000 would be a good number so as to cover the next cruiser purchase and add a little to build for the following one. Eventually, it will even out. Chief Lewis mentioned that they have had the SUV for 7 years with no serious problems. Mr. Hill stated that lots of the general public feel it should be in a warrant article. Chief Lewis said that this is under the Selectmen's control.

Chief Lewis was then thanked for coming in.

WORKSHOP:

The committee addressed the various sections of the CIP (Capital Improvements Plan):

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WORKSHOP continued:

Police:

D. Hill made a MOTION, second by S. Favorite, to ADD \$12,000 FOR WATCH GUARD BODY CAMERAS. The motion CARRIED.

D. Hill made a MOTION, second by J. Lukeman, to INCLUDE A CAPITAL RESERVE OF \$50,000 FOR CRUISERS IN 2016 AND \$50,000 A YEAR FOR FOLLOWING YEARS. It was determined that the committee will still list the individual cruisers as added information to keep updated. The motion CARRIED.

Public Works:

J. Lukeman made a MOTION, second by J. Bianchi, to INCLUDE A CAPITAL RESERVE FOR MAJOR EQUIPMENT IN THE AMOUNT OF \$99,000 WITH \$140,000 A YEAR FOR FOLLOWING YEARS. This equipment will also remain listed. The motion CARRIED.

Fire:

J. Lukeman made a MOTION, second by W. Cote, to ADD \$25,000 A YEAR TO THEIR CAPITAL RESERVE ACCOUNT. The motion CARRIED.

Town General:

It was noted that we already agreed to \$26,500 for the Pemi-Trail project at our last meeting. Also, the requested cell tower replacement to be added for \$50,000 with a 50-50 split.

It was noted that this levels the bottom line of the years pretty well. Mr. Milbrand will update the spread sheet and send it out to the committee.

MINUTES OF APRIL 21, 2015. J. Bianchi made a motion, second by D. Hill, to approve these minutes as read. The motion carried with 2 abstentions.

MINUTES OF AUGUST 18, 2015: The following amendments were made:

Page 3, next to last and the last paragraphs, replace "\$26,000" with "\$26,500". Page 4, 1st paragraph, 2nd line, replace "\$26,000" with "\$26,500". 2nd paragraph, 1st line, replace "#395,000" with "\$395,000". D. Hill made a motion, second by W. Cote, to approve the minutes as amended. The motion carried with 1 abstention.

MINUTES OF MAY 19, 2015: The secretary was on vacation and Mr. Milbrand has been very busy at work and has not had a chance to get them done.

COMMUNICATIONS: None.

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NEXT MEETING: The next meeting of the CIP will be September 15 at 7:00pm. We shall finalize the 2016 plan so as to present it to the Planning Board at their workshop meeting on Sept. 23. It was felt that we are to present to the Budget Committee on Nov. 9th.

Mr. Hill will do the write-ups but may not be able to attend the next meeting due to health problems. He will e-mail them for the committee to go over. Someone will need to make any corrections necessary.

With no other business before the committee, J. Bianchi made a motion, second by S. Favorite, to adjourn at 9:03pm.

Respectfully submitted,
Jan Laferriere, recording secretary