

**Town of Wolfeboro
Capital Improvements Program Committee
August 9, 2019
Minutes**

Members Present: Kathy Barnard, Chairman, Paul O'Brien, Board of Selectmen's Representative, Linda Murray, Board of Selectmen's (Alternate) Representative, Mike Hodder, Planning Board Representative, Chuck Sumner, Tim Cronin, Paul Whalen, Suzanne Ryan, Members.

Member Absent: Robert Loughman, Budget Committee Representative.

Staff Present: Matt Sullivan, Director of Planning and Development, Jim Pineo, Town Manager, Troy Neff, Finance Director, Tom Zotti, Fire Department, Dean Rondeau, Police Department, Mark Livie, Police Department, Lee Ann Hendrickson, Administrative Secretary.

Chairman Barnard called the meeting to order at Abenaki Lodge at 8:00 AM.

**I. Consideration of Minutes
August 6, 2019**

It was moved by Mike Hodder and seconded by Chuck Sumner to approve the August 6, 2019 Capital Improvements Program Committee minutes as submitted. All members voted in favor. The motion passed.

**II. 2020-2029 Capital Improvements Program Development
Police Department**

2022 Dispatch Console; \$406,360

Dean Rondeau stated the CIP request is for \$102,000/year for four years for the replacement of the dispatch console. He stated the goal is to extend the life of the existing dispatch system until 2020; noting the console was purchased in 2002 (2001 model). He stated repair parts are no longer available from Motorola and noted there are currently repairs happening with the system; noting the parts for that repair were received from a municipality who retired a similar system. He stated the request is supported by the Police Commission.

Chuck Sumner asked who is maintaining the current system.

Dean Rondeau replied 2-Way Communications (contract service provider).

Chuck Sumner asked if there is a backup system.

Dean Rondeau replied no. He stated the Police Department would go through Carroll County Dispatch; noting the County has a mobile system available for use.

Chuck Sumner asked if the console should be purchased sooner.

Dean Rondeau stated it would be optimal to replace the system following the move of the Public Safety Building.

Tim Cronin asked if there is a total failure of the system what would be the time from purchase to installation.

Dean Rondeau replied 3 weeks.

Referencing the project request form, Mike Hodder stated the form represents a “no” for Asset Management Plan and questioned such.

Dean Rondeau stated he intends to advocate to reduce the requested amount to \$35,000/year following the purchase of the console to plan for the replacement of the next console. He noted the discussion of such has yet to occur with the Police Commission.

Matt Sullivan asked if the cost of the console includes escalation.

Dean Rondeau stated the cost includes the de-installation of the existing console, purchase and installation. He stated he plans to sell any salvageable parts and return the profit to the General Fund.

Troy Neff asked if the purchase is necessary if the Town moves to the county model.

Dean Rondeau stated such should be a discussion at the BOS and Police Commission level. He stated to move to that model would be such a radical shift in business operations and impact the Fire Department and Police Department. He stated such is a major policy decision that would have a massive effect on how the Town conducts business and recommended careful review of such.

Fire Department

Tom Zotti stated the Department is proposing to eliminate one engine (Engine 3) from the fleet in 2022; noting the Department is trying to balance the impact to the taxpayers. He requested a \$10,000 increase to the annual contribution to the Fire Trucks and Apparatus Replacement Capital Reserve Account (increase to \$196,000). He noted the following CIP schedule for out years; 2030; Breathing apparatus & cascade and 2034; Engine 1.

Jim Pineo stated Alton has a 2500 gallon tanker, Tuftonboro has multiple tankers and Wakefield has a 2500 gallon tanker; noting there are more mobile tankers now than prior to the Town’s purchase of the two tankers. He stated the Town’s 2500 gallon tanker will be the primary tanker

Tom Zotti stated the Department meets ISO rating with regard to fire flow.

Mike Hodder confirmed mutual aid is available. He stated last year there was a discussion regarding the size of Ladder 1 and the new Public Safety Building.

Tom Zotti stated the vehicle is standard length and height therefore, there would be no need to create a special opening.

Jim Pineo stated a determination has been made that a bucket on the vehicle is not needed.

Mike Hodder questioned the replacement of the vehicle at the substation.

Tom Zotti stated the existing Engine 1 would be moved to the substation and noted the vehicles are rotated based on the need of the community.

Suzanne Ryan questioned the plans for the substation.

Jim Pineo stated a cost benefit analysis needs to be conducted.

Mike Hodder asked if an Asset Management Plan is in place.

Tom Zotti stated the Asset Management Plan is the CIP.

Matt Sullivan stated the Department has a maintenance schedule for each vehicle.

Mike Hodder asked Mr. Sullivan if he is satisfied with such.

Matt Sullivan replied yes.

Jim Pineo stated the Department has an informal Asset Management Plan for apparatus and infrastructure; noting apparatus are tested annually. He stated the replacement cycles for equipment are included in the operating budget.

Suzanne Ryan asked if the information is written down.

Jim Pineo stated the Department is regulated by NFPA, ISO and Town policies.

Paul O'Brien questioned the balance of the capital reserve account.

Matt Sullivan replied \$707,000.

Mike Hodder stated the Police Department should follow suit of the Fire Department and asked Mr. O'Brien to convey such to the BOS and Police Commission. He recommended the use of an Asset Management Plan.

Tim Cronin asked the number of manufacturers for the vehicles.

Jim Pineo replied 25 however, the Town writes a very comprehensive bid package. He stated the Department previously received 5-6 bids.

Suzanne Ryan asked how often the fire hydrants need to be replaced.

Tom Zotti recommended speaking to Dave Ford.

Troy Neff questioned the factors that may change the decision to remove a vehicle from the fleet.

Tom Zotti stated he doesn't foresee anything changing.

Jim Pineo stated ISO conducts evaluations and reviews a series of hazards (Brewster Academy, Huggins Hospital, Kingswood High School and Sugar Hill) and has determined the Town has to have 3,000 gallons/minute of pumping capacity. He stated the proposed plan includes 4,500 gallons/minute capacity. He stated today's pumping capacity is 5,000 gallons/minute however, the Department doesn't have the manpower to manage it.

Tim Cronin asks if the Town pays a fee for the mutual aid agreement.

Jim Pineo stated the operating budget reflects an annual expenditure of \$6,000 for such.

Suzanne Ryan asked if the proposal has been reviewed with the insurance company.

Jim Pineo replied no. He stated ISO recognizes the Town has a CIP

Tom Zotti stated there is no objection to formalizing an Asset Management Plan once a decision has been made with regard to the Public Safety Building.

Jim Pineo noted refurbishing an existing apparatus to today's standards is not cost effective.

2022 Replace Ladder 1; \$1,365,000

Tom Zotti stated the request was pushed out one year (originally proposed to purchase in 2021). He stated Ladder 1 is the Town's only aerial apparatus and will have reached its life expectancy in 2019 and noted the cost of such doesn't include the trade-in value.

2024 Replace Engine 4; \$598,000

Tom Zotti stated the replacement of Engine 3 is scheduled for 2024; noting such would be a 20 year life span for the vehicle. He noted the intent is to spec a vehicle similar to Engine 1.

III. Other Business

Matt Sullivan stated he received an email from Robert Loughman stating the project request form was not signed by the Department Head. He asked the Committee if the Department Head signature is required; noting that all projects are authorized by the Department Heads and reviewed by the Town Manager.

Paul O'Brien recommended a digital signature.

Mike Hodder stated that if the Department Head signature is optional then it shouldn't be on the form.

Matt Sullivan stated he received an email from Suzanne Ryan requesting the following information; tax rate clarification and revenues (where appropriate).

Suzanne Ryan clarified she requested the current tax rate of the Town's portion.

It was moved by Mike Hodder and seconded by Paul O'Brien to adjourn the August 9, 2019 CIP Committee meeting. All members voted in favor. The motion passed.

There being no further business before the Committee, the meeting adjourned at 9:21 am.

Respectfully submitted,

Lee Ann Hendrickson

Lee Ann Hendrickson