

CAPITAL IMPROVEMENT PLAN COMMITTEE
MEETING MINUTES
October 26, 2020
Citizens' Hall, Lyndeborough, NH

Call to Order 7:00 p.m.:

Chairman Burton Reynolds called the meeting to order at 7:00 p.m.

Members Present: Burton Reynolds, Karen Grybko, Mary Alice Fullerton, Peter Dallas and Wally Holt

Town Administrator Russ Boland and Minute-taker Kathleen Humphreys

Department Heads Present: Road Agent Mark Chase and Fire Chief Brian Smith

Chair Burton Reynolds recognized T/A Russ Boland to address the police cruiser CIP.

T/A Boland reported that the Selectmen discussed modifying the police cruiser model from a four-year to a six-year rotation at their October 21, 2020 Board of Selectmen's meeting.

T/A Boland express this is an outcome of being a "victim of our own success". The front line cruiser is rotated at two-years and the Selectmen are considering a total six-year rotation. The 2016 cruiser's mileage is 86,000. The cost of a new police vehicle is approaching \$60,000.00 and this new rotation could save money. The previous goal was to trade the cruiser in before 90,000 miles for a higher trade-in value but the dealerships are no longer offering attractive trade-in values as expected. Chairman Reynolds plans to meet with the Selectman in November and will continue this conversation.

Chairman Reynolds explained the CIP is expected to go up about \$20,000.00. The Mountain Road Repair Bond is down \$7,000.00. The cruiser will come down a bit.

The Town Re-evaluation was up about 25% and went from \$167 million to \$212 million. It was explained that when the evaluation goes up the tax rate goes down.

FIRE DEPARTMENT

Fire Chief Brian Smith addressed the Fire Department CIP

-The 1984 tanker is being replaced. They are waiting on the chassis to come in and then the customized truck to be built. The delivery date is on target. They have a signed a purchase & sales agreement.

T/A Boland reported the Town has been awarded a \$65,000.00 grant to help off-set the tanker. The Volkswagen Diesel Settlement will go a long way to help with next year's revenue. The Town will collect about \$50,000.00 through the GOEPER money.

94 Pumper Engine 5 Replacement: Typically, Engine 5 is the second vehicle that goes out for a call. This vehicle is due to be replaced in 2024. Next year the department will begin researching the cost of the vehicle and build the truck. There was a concern that the anticipated \$465,000.00

will not be enough to replace the truck then. Mr. Reynolds confirmed that he adds in a yearly 3% inflation increase.

05 Pumper:

Engine 4 is the first vehicle out to a call.

Fire Chief Smith said the department's call volume is down. They just went over 100 calls and this engine goes out to about 70 calls. Tanker is used 10% of the time and that purpose is to just carry water. There was a discussion regarding the types of calls and which vehicles are called out to those calls. For example, an engine will be called out for a car accident while that engine could be called out for a search and rescue mission because it has search lights and specific equipment. MaryAlice Fullerton asked which vehicle goes out for a household 911 call and the answer was the rescue, unless we request something else.

The former rescue truck (2002) went to the fire department as a utility truck.

Burton Reynolds asked for an updated list of items that are being considered for the truck.

Radios: It appears the Fire Department did not receive the radio grant but they will reapply again. If not successful, they will need to purchase new radios.

FIRE STATION RENOVATION

Plans for the new station are at a stand-still at this time, especially due to COVID. Purchasing some abutting land to expand the current Forest Road location is still in discussion.

The current fire station on Forest Road had a new water heater installed, which came out of their operating budget, and a few additional maintenance items.

Mr. Dallas asked for an update on the exhaust study related to health & safety at the station as well as cleaning their turn-out gear. He was informed that the exhaust filter system has been installed at the fire station and the department is very satisfied with it. The cost of the filter replacement is included in the budget. A gear extractor washing machine was installed at the highway garage. They have been washing about five to six sets of clothing per week to remove any carcinogenic but they need to hang the gear to dry at the fire station because they do not have a dryer.

Karen Grybko asked about the parking issue. Parking is still a problem. The street light was upgraded to help with safety and visibility while crossing the street at night to the library parking lot. There is still the possibility to purchase land from the abutter.

HIGHWAY EQUIPMENT

Road Agent Mark Chase was available to answer questions.

The 2002 grader had a new motor installed in 2015. The motor is about 2,000 hours and the machine is almost 6,000 hours now. It's time to research the cost of a new or refurbished machine to see if they are on target with the proposed \$195,000.00. A new machine could cost \$350,000.00 – \$400,000.00. The grader was serviced recently. The service company said it is in good shape but the hydraulics are getting tired.

The Volvo is scheduled for replacement. The new vehicle should be in by the end of 2020. The current vehicle will be sold on www.municibid.com.

100 The One Ton Replacement: Road Agent Chase felt they are on target for a replacement in about
101 nine years. There were a few issues last year but the warranty took care of them. This truck is
102 used to plow municipal buildings, dead end streets, or helps out the big trucks when it can.

103
104 2008 Backhoe: This machine is working fine but starting to have some problems. It was discussed
105 to have a plan by 2024 to replace it. A used vehicle might cost in the \$125,000.00 range.

106
107 2016 Freightliner: Road Agent Chase felt this was a good all-around truck. It loads easily and
108 can plow. The body should have been a bit higher but its ok.

109
110 Mary Alice Fullerton asked if that was the new vehicle out in the parking lot last year and the
111 answer was yes.

112
113 The Highway Department can do minor grease and oil changes but due to the complications of
114 the new electronic systems, they have a service agreements. This also keeps the department on
115 the road more and not in the building doing service on the vehicles.

116
117 19 Loader: It was discussed for this type of vehicle, a new vehicle with a six-year warranty would
118 be a good place to start but looking at used vehicles is also a good idea. The department keeps
119 a log and record the hours, time and date of the cleaning or grease and oil services. It is in good
120 shape. It fits in the building well and has a three yard bucket, which takes three loads to fill the
121 dump truck.

122
123 10 Dump Truck Replacement: 10 Wheeler: 2019
124 The department has no issues with this vehicle. It turned 8,000 hours this afternoon. It hauls
125 most of the sand. It has worked well on Mountain Road and the 2nd New Hampshire Turnpike
126 among other roads. It can shelf the snowbanks.

127 128 **BRIDGES:**

129 Chairman Reynolds asked if there are any bridges they should be funding at this time. Road
130 Agent Chase mentioned a box culvert on Pettingill Hill Road. The engineers informed the Town
131 they have a few more years on the Johnson Corner Road culvert.

132
133 There are three culverts near the Pinnacle Mountain Fish & Game Club that will need attention in
134 the near future. They are galvanized with rubber but rubber is gone. It was discussed to consider
135 an engineering study soon. They will have to work with the State Flood Control office. The new
136 DES rule is for a culvert that allows fish to migrate through. A new culvert could run about
137 \$100,000.00 each. They discussed options for the project, road closure concerns and timing.

138
139 Chairman Reynolds asked how the highway garage is doing. Road Agent Chase mentioned the
140 garage doors were covered in the operating budget. They do have a pigeon problem they are
141 dealing with.

142
143 Chairman Reynolds will update the CIP with the new figures. He plans to meet with the Selectmen
144 at their next meeting. The tanker account will have a \$58,000.00 balance.

145
146 There is no plan to add money to the Municipal Building Maintenance fund this year.

147
148 The ambulance budget is back to being built into the Town's Operating Budget. That money will
149 go back to the town and could be about \$30,000.00 in revenue.

150 T/A Boland said there could be a 20%-30% reeducation of Highway Block Grant and Room &
151 Meals tax, which could equal about \$140,000.00 to \$180,000.00, therefore they are budgeting a
152 reduction from \$90,000.00 to \$70,00.00.

153
154 It would be helpful to know if the Fire Department received the radio grant prior to setting the tax
155 rate.

156
157 Russ felt the revenue picture will be better for this year because of what we did before that could
158 cancel out that 40K reduction.

159
160 T/A Boland and Chairman Reynolds will review this document again.

161
162 **VOTE; Karen Grybko made a motion to adjourn at 8:17 p.m., Mary Alice Fullerton**
163 **seconded. Motion passed unanimously.**

164
165 Respectfully submitted,

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167
168
169 Kathleen Humphreys
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CAPITAL IMPROVEMENT PLAN 2021-2026

Department/Project (Cycle)	Project Due	Cost w/o Debt Svc	Acct as of 2020	Remainin Payments	2021	2022	2023	2024	2025	2026	TOTAL 2021-2026
Fire Department											
84 Tanker #2 (Chassis) CR (37 yrs)	2020	279,543	58,000	0	0	0	0	0	0	0	0
94 Pumper Eng #5 Repl CR (30 yrs)	2024	465,000	341,153	4	32,500	32,500	32,500	32,500	0	0	130,000
05 Pumper CR (30 yrs)	2035	625,000	177,737	15	35,000	35,000	35,000	35,000	35,000	35,000	210,000
18 Rescue Truck (20 yrs) start 2025	2038	240,000	2,530	13	0	0	0	0	20,000	20,000	40,000
20 Tanker Replacement (30 yrs)	2050	550,000	0	26	0	0	0	0	19,000	19,000	38,000
24 Pumper Eng #5 Repl CR (30 yrs)	2054	1,125,000	0	30	0	0	0	0	0	50,000	50,000
Fire Equipment	open	TBD	51,512	0	10,000	10,000	10,000	10,000	10,000	10,000	60,000
Fire Station Renovation	open	TBD	11,135	0	0	0	0	0	0	0	0
Safety Complex	open	TBD	5,603	0	0	0	0	0	0	0	0
Ambulance											
Ambulance and Equipment	2020	28,000	29,653	0	0	0	0	0	0	0	0
Police Department											
18 Veh Replacement (6 yrs)	2023	56,000	0	3	19,000	19,000	19,000	0	0	0	57,000
20 Veh Replacement (6 yrs)	2026	63,000	0	3	0	0	0	21,000	21,000	21,000	63,000
23 Veh Replacement (6 yrs)	2029	69,000	0	3	0	0	0	0	0	0	0
Highway Department											
02 Grader Repl CR (28 yrs) used	2024	195,000	194,646		0	0	0	0	0	0	0
16 One Ton Repl CR (9 yrs)	2025	100,000	59,246	5	8,000	8,000	8,000	8,000	8,000	0	40,000
08 Backhoe Repl CR (20 yrs) used	2025	135,000	65,838	5	12,000	12,000	12,000	12,000	12,000	0	60,000
16 Freightliner Repl CR (15 yrs)	2031	225,000	111,084	11	12,000	12,000	12,000	12,000	12,000	12,000	72,000
19 Dump Truck Repl (15yrs)	2035	330,000	4,359	15	21,000	21,000	21,000	21,000	21,000	21,000	126,000
21 Dump Truck (15 yrs)	2035	250,000	0	12	0	0	20,000	20,000	20,000	20,000	80,000
19 Loader (20 yrs)	2039	225,000	360	19	12,000	12,000	12,000	12,000	12,000	12,000	72,000
Infrastructure											
Municipal Building Maintenance	Ongoing	Unknown	10,000	0	0	0	0	0			0
Bridges	various	125,000	177,904	6	10,000	10,000	10,000	10,000	10,000	10,000	60,000
YRLY TOWN CIP SUBTOTAL			1,300,760		171,500	171,500	191,500	193,500	200,000	230,000	1,158,000
Bonds School and Town											
Schools-2015 Consolidation Bond (20 yrs)	2015				96,000	96,000	96,000	96,000	96,000	96,000	576,000
Road Improve(Mt. Rd. Repair (10 yr Bond)	2017	1,667,355		6	186,000	178,000	171,000	165,000	159,307	147,028	1,006,335
YRLY CIP TOTAL					453,500	445,500	458,500	454,500	455,307	473,028	1,656,335

CIP Totals:

2015	2016	2017	2018	2019	2020
234,000	305,000	123,000	143,000	112,000	142,500