

DRAFT Minutes  
CIP Meeting  
October 4, 2011

PRESENT: Tom Cottrill (Planning Board Chair), Michele Holton (Planning Board), Paul Gorman (Planning Board), Jim Wheeler (Budget Committee Chair), John Wilson (Budget Committee), Peter Stanley (Zoning Board Administrator), Wendy Johnson (Finance Officer), Jay Lyon (Fire Chief), Pete Lauridson (Fire Ward), Chad Denning (Recreation Director), Sandra Licks (Library Director), Bob Bowers (Library Trustee Chair)

Chair Cottrill called the meeting to order at 7:00pm. He noted the Capital Improvement Program (“CIP”) is a function of the Planning Board and that the PB has agreed to invite two members of the Budget Committee to attend and participate in the sessions. The committee will then finalize the Program document and forward it to the Selectmen. Four Town departments are on the schedule for this meeting: Fire, Recreation, Library, and Administration.

Fire Department – Jay Lyon, Fire Chief

*Fire Apparatus Replacement*

Chief Lyon began with Table 16, which also includes utility vehicles. This fund was established around 1987. The issue is making sure they set money aside for the acquisition of apparatus, as they are always large capital expenses. He explained that it is difficult to estimate how much the apparatus is going to be. A few years ago they were able to increase the amount incrementally, and then were able to decrease it to get on track with an appropriate amount. At this point it looks like they have adequate funds for what they need.

*Repair and Refurbishment*

Chief Lyon said that in the budget they have a line item for oil changes and maintenance for the apparatus. For unforeseen circumstances they need extra money. They recently had to make a \$5,000 repair that was paid for from this account. They were considering asking for help from FEMA for this repair, as it happened during Tropical Storm Irene, but that did not seem appropriate considering the widespread damage and destruction that has occurred in Vermont. They feel that if they keep the amount of the funding at \$12,000/year that it would be adequate.

Chief Lyon said that they maintain the apparatus and hose them down whenever the wheels turn. He noted that a refurbishment of an apparatus actually cost more than the original cost to purchase it. Their ladder truck goes to every call and has been out of service for 4.5 months over the last five years.

Mr. Gorman asked how old the ladder truck was. Chief Lyon said it was 20 years old and added that this was the life expectancy for a ladder truck. The National Firefighters Protection Association (NFPA) gives these guidelines for everything from clothing the firefighters wear to the fire apparatus. He felt that their current ladder truck could get them between \$50,000 and \$75,000 as a trade-in. He noted that they generally keep their utility trucks for 10 years. Chief Lyon noted that the rule of thumb on figuring apparatus cost in the future is to double the price every 10 years.

Chief Lyon explained that when they have a piece of apparatus out for repair, the town of New London has one piece remaining, which is the pumper truck. Through private donation they were able to get a PTO pump that would attach to their current tanker. This is a key piece of apparatus in order to reach certain parts of town where a larger apparatus would not fit.

It was noted that there were three accounts for the Fire Department: one for apparatus replacement, one for unforeseen expenditures and repairs, and one for SCBA.

Chief Lyon noted that table 16a had a \$1,000/year increase at 2014; the prior sheet showed the refurbishment of the ladder not after the 10 years. It would now be \$6,000 instead of \$5,000 each year starting in 2014.

Chief Lyon said that an issue they face is the amount of the salt that is used in their area. They have seen increased wear due to this.

Mr. Wilson asked about the possible refurbishment of the tanker. He thought they should decide one way or another; to refurbish or replace it. His concern was that if salt was such a problem with the other trucks, why not with this one? Chief said that that is why they would be refurbishing it at the end of its lifespan. The other pieces are their front line pieces that need to be in top form. Chair Cottrill asked how they would know now whether or not they would need a back-up tanker so far into the future. Chief Lyon said that if all the apparatus is in good order and available, they won't have an issue as they rely heavily on mutual aid. But if they have more than one apparatus being down, they will rely even more heavily on mutual aid, and fighters will have to drive themselves to the scenes. This additional apparatus may prove to be a necessity.

Should they decide to keep the tanker, in 2018 they would have one additional apparatus. Chief Lyon said that it would be prudent to put money aside for unforeseen expenditures even if they decide not to keep the current tanker. Then the amount they are keeping aside could go down to \$5,000. The reason this was established was because there was no means to make these kinds of expenditures in the past. They use a zero base budget so every cent is accounted for. If they have a \$50,000 - \$60,000 expenditure, they have no means to pay for it. They have been able to find the money somewhere in the town's budget, but they don't have this kind of money in their own budget.

Chief Lyon explained that table 16-B shows a reduced contribution from last year. They were scheduled to have \$20,500 requested but were able to reduce it in loom of a potential grant. They received the grant for \$123,788 to replace some of their air packs, some of which were as old as 1978. Because of this grant, the town only had to spend a little over \$10,000. Chief Lyon shared that their goal is to get to \$180,000 in this fund by 2026.

Chair Cottrill wondered how they determine how many trucks or air packs they need. Chief Lyon said that they have top notch pieces of apparatus and due to maintenance and scheduling and day to day planning, their equipment is in good shape. It is a calculated risk depending on what the Fire Department does and the number of calls they get. Sometimes there are two calls at once. Chair Cottrill wondered how they would determine if they needed another truck. Chief Lyon said that the Fire Wards would get together and propose the need to the Town.

Mr. Stanley said that one thing they don't have in Town is someone who takes care of all of the town-owned buildings. The Planning Board needs to be aware of this issue. There is no provision for expansion of the fire house which could be necessary if another truck is added. Chief Lyon said that they would have room for the back-up tanker.

Chief Lyon asked if the Planning Board is aware of what is going on with the ambulance study. There is some consideration towards housing the ambulance within the Town, which would impact the present facilities. In 2004 the expansion was made and some things were cut back to enable an expansion in the future. There could be some bays added which would not change the general appearance of the structure.

Recreation Department – Chad Denning, Recreation Director

Mr. Denning said that the Recreation Department only has a few facilities, which are gems to the town. Looking at the Master Plan from 1998, Elkins and Bucklin beaches are high on the priority list. He handed out a timeline of some of the requests they have had to keep up the facilities. The ice rink is not listed, but they did include the funds used to maintain it, as well as the warming hut that is there.

*Bucklin beach upgrade*

Mr. Denning said that they would like to move forward with this upgrade. The current building is made of cinder blocks and is in need of a repair.

This summer there were about 3,000 visitors to Bucklin Beach. He said that he would send the data to each of the attendees in an email so they could look through the detailed information. Mr. Denning noted that there were more people at Elkins this year due to the parking changes that were set up.

At Bucklin they would like more room to store equipment. Currently they have no room to move around in the boat house. This is where the sail boats, masts, sails, 8 kayaks, life preservers, etc. are stored. Even the bathrooms are used for storage. They would also like a teaching facility included in the upper part of the expansion, which would be handicapped accessible by the use of a lift.

Mr. Wilson said he understood that they couldn't change the building due to the results from the State regarding the holding tank (sewer). Mr. Denning said they couldn't change the footprint but heard from DES that they could build upwards. He indicated that they would take away one toilet from the current number of toilets inside and put one toilet outside of the building that would be easily accessible after hours when the other bathrooms in the boathouse are locked. This would be a stainless steel bathroom which would be virtually impossible to vandalize.

Mr. Denning noted that the garage bay that was listed on last year's table would not be needed. He and Mr. Lee have talked about this and there is not a need. There is room for some recreation storage at the sewer department.

Mr. Wheeler asked about the priority of expansion at the ice rink. Mr. Denning said the footprint of the property is as big as it can get. They can't expand that unless they want to expand the footprint of the ground underneath. He indicated that they could move the rink somewhere else, although he has heard many compliments on it being where it is. He has not heard complaints from people who come for leisure skating, but has heard complaints about the rink's size from hockey players.

After a question about the high ropes course, Mr. Denning noted that this was a joint effort between the Town of New London, the Kearsarge Regional School District and Colby-Sawyer College. The course would be located on Frothingham Road.

Mr. Wilson asked about second floor of the Bucklin beach facility and what it would be used for. Mr. Denning explained that it would be for storage (boats, life preservers, and beach related items/equipment), and also it would house a teaching facility. Currently the building is not handicapped accessible, although they do offer handicapped parking spaces.

It was asked what would be done at Elkins beach in 2018. Mr. Denning said that they are only guessing what will need to be done after the Elkins revitalization project is done. There are many "what-if's" right now depending on how parking will change, if the post office will move out of the building, etc. The septic system is still the original one, so that may need to be updated. He said that they need to earmark some money for upcoming projects that will surely be needed in that area one way or another.

Mr. Stanley said they project 20 years out on the tables. He wondered if there was anything that could be earmarked for the \$134,000 through that time. Mr. Denning said that some money would most likely be spent on the ice skating rink and trails. Mr. Stanley suggested bringing the table out to 2022.

Library – Sandra Licks (Library Director) and Bob Bowers (Trustee Chair)

Sandra Licks and Bob Bowers were at the meeting to present their CIP for Tracy Memorial Library. She said they are not asking for any CIP money for the upcoming fiscal year. After that they will look at deposits of \$35,000 - \$40,000 to build up levels for any future major repairs.

Flooring and interior painting is on the list for upcoming projects but it is not as important as the other projects they have been working on. Some flooring in the library is 20 years old.

There may be a phase II of the HVAC system down the road. They also want to extend AC throughout the whole building. An evaluation of the building for this added phase (HVAC upgrades) is included in the work they are having done now, so they will have a dollar amount soon. Chair Cottrill wondered if it was not a large amount if they should go ahead and do it, or if they should wait until next year. Mr. Wilson opined that they had made an agreement not to ask for any additional money this year and felt they should stick to that plan.

Mr. Bowers said that this Phase II has always been part of their plans for the future but they didn't want to go forward without someone coming in to do an evaluation. Part of the bond process was to put in a new air exchanger. Their smaller current exchanger was 20 years old and needed to be replaced and they thought it better to purchase a large one that would cover both floors. The people are still evaluating how all the systems come together. They are trying to leave the CIP request as it was in the past because they don't know what this piece will come to. In the past they have had problems with their furnaces, but they think they are OK now.

Mr. Bowers said that Bruce Parsons is working with Bruss Construction to create a manual that identifies all of the mechanical things that may need replacing in the library. It tells what each system is and its life expectancy and maintenance. They will also be adding a generator. It is the goal to set it up so when this particular board is gone, the knowledge will still be present and can be passed on.

Administration – Kim Hallquist (Town Administrator)

Ms. Hallquist said that the only thing not done for 2011 was the roof on the tower of the Town Office building, which was in bad shape. If they do get a town employee to act as a building person and find out the condition of things, they'll be able to put larger items on a list. They will also be able to use some funds, if necessary, from the Capital Buildings Repair Fund. She isn't familiar with these buildings and what needs to be done.

Ms. Hallquist said that a town employee who would go through a check-list to find out when everything was last serviced, painted, etc. would be beneficial. They should have someone to do those little things and take care of those small repairs, etc...and perhaps oversee larger repairs. They would hire consultants for larger things. Ms. Holton asked if that would pertain to the library. Ms. Hallquist said that the library trustees may be interested in this, but that they seem to want to be part of the oversight.

Mr. Wheeler asked what the Town has done in the last 20 years when small repairs are needed. Ms. Hallquist said that the cleaning people (from Sodexo) would make small repairs and if they couldn't, they'd hire a plumber. Part of the town building manual would be a list of trades-people who are known

and trusted (and who have insurance) so the person in charge of buildings could contact the appropriate help.

Ms. Hallquist said she had no issue with what was on the list currently, for expenditures. She doesn't know of anyone who needs to add on to their building, or have any parking lots added. She noted that they would be sprinkling the Town Office building in 2013. In 2012 they would need \$25,000 and in 2013 they would need \$30,000 to meet the hard quote of \$74,100 for the Town Office sprinkling. In 2014 it was estimated that the building would need to be painted. She wanted to get a master book of all the buildings maintenance, etc.

Mr. Wheeler said that home inspectors do this type of thing and perhaps they could come in to create a baseline and come in again every 5-10 years to give an update. They do both residential and commercial properties.

It was determined that they would need a cost for the sprinkling of Whipple Hall for 2017.

Discussion:

Mr. Wilson asked if towns ever have one large emergency CIP to take care of all of the buildings. Mr. Stanley said that if they establish a capital reserve fund it needs to be for a fairly narrow purpose, not just for general need, which is statute. The money needs to be earmarked specifically.

The meeting adjourned at 8:40pm.

Respectfully submitted,

Kristy Heath, Recording Secretary  
Town of New London