



**TOWN OF NORTH HAMPTON, NEW HAMPSHIRE
CAPITAL IMPROVMENTS PLAN (CIP) COMMITTEE**

JULY 12, 2019 8:00 AM

MARY HERBERT ROOM, TOWN OFFICES

DRAFT MINUTES

CIP MEMBERS PRESENT: Chairman Nancy Monaghan - Planning Board Rep, Scott Baker - School Board Rep; Larry Miller - Select Board Rep, Jacqui Brandt – Library Trustee Rep, Cynthia Swank – Citizen Rep/Planning Board, Chuck Gallant – Citizen Rep/Select Board, Rick Stanton, Budget Committee Rep, Clifton Jones – Citizen Rep/Budget Committee

ALSO PRESENT: Town Administrator Bryan Kaenrath, Fire Chief Michael Tully, Police Chief Kathryn Mone, Public Works Director John Hubbard

AGENDA

Chairman Nancy Monaghan called the July 12, 2019 CIP Committee Meeting to order at 8:00 am, followed by the Pledge of Allegiance. She stated that this was the first Working Session of 2019. She said Chuck Gallant would be a few minutes late.

Chairman Monaghan said today they would review Fire & Rescue Department Projects, Police Department Projects, Public Works Department Projects, and then School Board Projects.

FIRE & RESCUE DEPARTMENT CAPITAL PROJECTS

Fire Chief Michael Tully said Engine #2 was set to be replaced in 2021 but was moved to 2022 as it had been reliable with few maintenance costs. He said Ladder Truck #1 was moved back from 2021 to 2025, particularly because they were not going to replace the Fire Station right now, and a new ladder truck would not fit in the current Fire Station. He said there had been ongoing talks with Rye Fire Department and North Hampton may be able to use their equipment, though there would possibly be a cost to purchase a smaller vehicle to carry the equipment currently on their Ladder Truck.

Ms. Swank asked if that would affect the response time, and Fire Chief Tully said it would affect the overall response time but not the response time of personnel. Mr. Baker asked if fire vehicles were typically bought new or refurbished and Chief Tully said usually new. He said when you buy an engine or a ladder

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there is equipment that has to go with it which has become more expensive. Chairman Monaghan asked about the condition of the Ladder Truck now, and Chief Tully said they were not using it as much and were moving equipment off of it. He said trucks were replaced basically due to costs to repair, reliability issues, and changing technology.

Chief Tully gave an update of projects, and said when he took over a Fire Gear Replacement Program was set up to buy 3 sets of gear per year and transfer the primary set to secondary. He said the program was working well, and this year he had outfitted 3 new employees. He said he went forward to purchase SCBA (Self-Contained Breathing Apparatus) and was able to get a 95-5 grant match from the Federal Government, and donated the old equipment to Rye.

Chief Tully said the Fire Department had 2 Capital Reserve Accounts, and in one the income from Ambulances goes into the account. He said the account was split into an 85% account and a 15% account, and said the 15% Account is the Ambulance Equipment Fund which covers any new Ambulance equipment or needed replacements. He said changes were made to the system, and he increased the Ambulance fees by the percentage of cost-of-living increases. He said the account was now at \$35,000, and he got a grant for \$10,000 for an automated stretcher.

Chief Tully said the 85% portion of the Capital Reserve Account currently had over \$1 Mil. He said they were projecting to replace an Ambulance in 2022 for about \$275,000 and will have just over \$1 Mil left in that account. He said it took 2 years for the fund to become positive and said they had done better than anticipated. He said he was currently in talks with Greenland and Rye Fire Departments to work together to provide a back-up ambulance. He said Rye has the space to store the vehicle for all 3 of the communities and split the expenses 3 ways.

Chief Tully said the next sheet is a list of what Apparatus the Fire Department has with replacement date, age of vehicle, and date set to be replaced. He provided an information sheet for Equipment, and said replacing the Ambulance in 2022 was his number one priority. He said estimates for cost of a new ambulance at that time were in the range of \$200,000 plus some equipment and \$30,000 for monitors. He said there was also money in the Ambulance Equipment Fund for some of the equipment. He said Fire and Ambulance together made 1,200 runs last year and the ambulance brought in approximately \$30,000.

Chairman Monaghan said no taxpayer money was used for equipment and it all came out of this fund, though it still had to go to Warrant Article for approval. Ms. Swank asked about the Mutual Aid Communities, and Chief Tully said Seacoast Chiefs runs from Rochester to York, ME, and to Newberry, MA, and said there was a lot of equipment available that they could use.

Chief Tully reviewed Engine Refurbishment, and said the engine was purchased in 2012-2013 and was set for refurbishment in 2024, and \$225,000 was budgeted for that. He said they were seeing some issues with the Compact Truck and had the idea to refurbish the engine and extend the lifespan another 10 years. He said the Utility Vehicle was also set to be replaced in 2024, and he was guessing approximately \$55,000. He said it was a pickup with a diesel motor which was used to bring personnel and equipment back from emergency scenes, and was also used for Police Detail with the money going into the Police Detail Capital Reserve Account.

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Chief Tully said Ladder # 1 replacement would be approximately \$500,000 for a new piece of equipment which would have to be custom built to fit in their Fire Station and he had found a way to work with Rye. He said they needed to purchase equipment to best fit the needs of the Town.

POLICE DEPARTMENT CAPITAL PROJECTS

Police Chief Kathryn Mone said the Police Department currently had a fleet of 7 cruisers, with 2 being used as administrative vehicles, and one as the detail vehicle. She explained that Detail was when a private company or city hire a Police Detail outside of their Budget, at \$15/hour for the vehicle for a minimum of 3 hours. She said that money goes into a Capital Reserve Detail Revolving Fund that pays for the Cruiser. She said at the last check with the Finance Director said the fund had \$113,000.

Police Chief Mone said her proposal was to buy 2 Police Cruisers in 2021 at a cost of \$84,000, and said right now the State Bid for cruisers was \$28,000 for a basic Ford Interceptor with cost to outfit at \$14,000, though some of the equipment can be reused. She said one of the vehicle was a Crown Victoria that had to go, and said she planned to be tracking mileage, maintenance costs, etc. and would be able to provide more detail in the future.

Police Chief Mone said she estimated that approximately 25,000 mile/year were put on frontline vehicles, driven 3 shifts/day. She said the newest vehicles are given to patrol officers and unmarked vehicles are used for administration. She said the three 2017 vehicles all had extended warranties, but not the 2019. Mr. Stanton said the extended warranty also needed to be put on the 2019 vehicle. Chairman Monaghan said with regard to the rotation, they had determined last year that they did not need to buy a cruiser this year and she asked Chief Mone to explain.

Police Chief Mone said she now had a fully staffed department with 12 officers which almost doubled the staff putting more miles on the vehicles and it took 6 months for the ordered vehicle to arrive. Chairman Monaghan said the problem is that even though it is paid for by the Detail Fund, it has to go to Warrant, and if it is turned down what do they do with the order. Mr. Stanton said this year there would be no tax impact based on the purchase.

Police Chief Mone said the Detail Fund made approximately \$40,000-\$50,000 last year with the detail rate still at \$71.00, and pointed out that with full staff there was less overtime. Mr. Baker said in other towns the detail rate was over \$100.00. Chief Mone said she would make a proposal to increase the detail rate.

Chairman Monaghan stated the Chuck Gallant had arrived at around 9:08 am.

Police Chief Mone said for this year it would be the 2 Police Cruisers and then one for each year following. She said the Department has 2 Radar Trailers both solar-powered, and she was proposing to purchase one more at \$15,000 with data capability. She said the State has some restrictions for putting the Trailers on State roads and said they were encouraged to comply. Chairman Monaghan asked if grants were available for this and Police Chief Mone said there were State Funds in Traffic/Safety area available.

Police Chief Mone said the only other request she had was for an automated fingerprint scanner as the current method was time-consuming, often had to be redone, and there was no way to keep the

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information readily available. She said with the scanner they would be tied in with the State system. She said she was also rewriting the Policy Manuals in digital format and the rest would be in the Document Management discussion the Select Board is having.

PUBLIC WORKS DEPARTMENT CAPITAL PROJECTS

Public Works Director John Hubbard said he would provide a brief overview of his proposed plan submitted, which included 3 pieces of equipment, one building maintenance piece, and the remainder for yearly road maintenance and paving. Chairman Monaghan asked him to go through the plan year by year.

Public Works Director Hubbard said for **FY2021** he would be replacing the 99 Case Backhoe, usually done with a Lease/Purchase for 3-7 years. He said recently the State has done contract purchasing with John Deere at approximately \$125,000 for a new backhoe. He said the last big truck was purchased out of Fund Balance but he preferred to spread out the payments. He said the second item for 2021 was the continuation of the Road Maintenance Plan.

Mr. Stanton asked that he provide 3 years of maintenance data on the Backhoe to provide more rationale. Ms. Swank asked that the Replacement Schedule be provided, and Public Works Director Hubbard said he would update the schedule by next week. He said the third piece for 2021 was for the Road Management Program which was analyzed every 5 years. He said hopefully the State would complete the work on North Road and he would finish that with 1 ½ inches of overlay. Town Administrator Kaenrath said Appledore Avenue and Boulders Cove were planned for 2022.

Public Works Director Hubbard said for **FY2022** a new pickup was # 1 on the equipment priority list, and is the truck he now drives. He said it was used in winter for plowing parking lots and he was considering going with a bigger vehicle, either an F450 or an F550. Mr. Stanton asked if that included the plow and sander and Public Works Director Hubbard said it did. He said the truck also had some trade-in value.

Public works Director Hubbard said his *Road Plan for 2022* includes a reclamation project on Grand View, an overlay project at Deer Run and Buckskin Lane. Chairman Monaghan said he listed Grandview, Deer Run, Red Fox, and Buckskin Lane. Public works Director Hubbard said he had a new request to do some repaving work at the Recycling Center: put in a base pavement and repair existing pavement and overlay that section. He said he could do it in June of next year if money was available in the Budget.

Public Works Director Hubbard said the John Deere Tractor was used a lot for roadside mowing and said it still runs very well. He said he would like to add some attachments, forks and another landscaping rig. Mr. Stanton asked for records of maintenance on this vehicle and Public Works Director Hubbard said they had been doing the maintenance. He said the *Road Maintenance Plan for 2023* was a combination of reclamation and focuses on subdivisions off of Post Road and Meadow Fox, Sylvan Rd/Hillside area, and the other off of Birch Road, Woodridge, and the Juniper area.

Public Works Director Hubbard reviewed his road plan for **FY2024** and said Park Circle was being moved up to this year for reclamation and drainage work. He said Evergreen Drive would be an overlay for 2024, and Windmill Drive and Bouclair off Millets Road. He said they were in the 12th year of a 15-year plan. He said **FY2025** would include Maple Road and Chapel Road, and Shepherd Plain. He said Maple and Chapel

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need to be addressed over the next year or so. He said the **FY2026** Road Plan would include Runnymede Road and reclamation of Garrett Road.

Chairman Monaghan said at the last meeting they talked about sending a letter to the Select Board which she did. Town Administrator Kaenrath said the Select Board had already discussed Philbrick Pond, Winnecunnet, and Lovering Road Culvert at the last Select Board meeting. He said for Philbrick it was up to them now if they want to address it. Selectman Miller said they needed DES permission for Winnecunnet. Public Works Director Kaenrath said they could go in physically and remove but could not use anything motorized. He said if they do a dredging project it would have to be a fully engineered project.

Public Works Director Hubbard suggested trying to get permission from DES to do the project themselves but the State will not allow them to put equipment in the area. He said he has a Fish & Game Trapper he has been using at the culvert, and said he goes from Exeter Road to the Stratham line and does beaver work. He said at some point a box culvert would need to be put in. Mr. Stanton said the people on Exeter Road need relief so they don't lose their septic.

NORTH HAMPTON SCHOOL CAPITAL PROJECTS

School Board Representative Scott Baker said the request from the School Board for the coming fiscal year is \$60,000 for two significant projects. He said the first was resurfacing and relining the asphalt including everything from the front of the School forward, the parking area, entryways, and side surface areas. He said he asked that the SAU Superintendent and others also look into replacing or resurfacing the sidewalk immediately in front of the School, and said he asked them for cost estimates.

School Board Representative Baker said the second project was the resealing of the brick, which was repointed and sealed about 10 years ago at a cost of \$80,000. He said he asked for a second independent assessment of whether it is needed. He said they were able to do other things on the list through their operating budget like painting. School Board Representative Baker said for **FY2022-2023** they would be replacing the irrigation system for the pump. He said there were no problems with the Leech Field.

School Board Representative Baker said it was recommended that they replace the Playground Field every 5 years but he felt replacing the whole thing was not necessary at this time in his opinion. He said they would continue to put that off until it was time for replacement. Mr. Gallant said he would like to see the second opinion on the resealing of the bricks.

Chairman Monaghan said they needed a new copy of the roof plan. She asked if the future project to convert all lighting to LED was just for interior and School Board Representative Baker said it was. Mr. Stanton asked if anyone had spoken to him about more handicapped parking by the gym, and said probably 2 more spaces were needed. Ms. Swank asked if the roof replacement was the last for a while and School Board Representative Baker said this was the last piece. He said the School was in pretty good shape.

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Next Meeting: Chairman Monaghan said the next meeting would be July 19, 2019 at 8:00 am and they would cover the Library first, then Town Administration. She urged all members to read the Library facility history which was attached to the CIP Plan for last year.

Approval of the Minutes of the June 7, 2019 CIP Committee Meeting

Changes: Mr. Baker requested that his vote with regard to Philbrick Pond be changed and the vote total be corrected to 7-1. He said he did not feel it was the role of CIP to send the letter to the Select Board.

Motion: To approve the Meeting Minutes of the June 7, 2019 CIP Meeting as amended.

Motioned: Mr. Gallant

Seconded: Ms. Brandt

Vote: Motion approved by a vote of 8-0

Chairman Monaghan said on procedure, as they go through these projects, if anyone has any *objections* to a project they need to say so, otherwise they are assumed to be going along with them. Mr. Stanton said the Departments prioritize and then the CIP prioritizes the projects themselves.

Any Other Item that may Legally come before the Committee

Adjournment

Mr. Stanton made a motion to adjourn the meeting, and Chairman Monaghan adjourned the meeting at approximately 10:58 am.

Respectfully submitted,

Patricia Denmark, Recording Secretary