



TOWN OF NORTH HAMPTON, NEW HAMPSHIRE

CAPITAL IMPROVEMENT PLAN COMMITTEE

MINUTES

REGULAR MEETING – AUGUST 14, 2015 – 8:30 A.M.

MARY HERBERT CONFERENCE ROOM

233 ATLANTIC AVENUE

The meeting was called to order by the Chair, Cynthia Swank, at approximately 8:35 a.m. Nancy Monaghan, Rick Stanton, James Sununu, John Kohlmorgan, David O'Heir, and were also present on the Committee. Anne Ambrogi and Dickie Garnett were absent. Michael Maddocks, Chief of Police, John Hubbard, Director of Public Works, and Paul Apple, the Town Administrator were also present.

The Board considered the Minutes of the August 7, 2015 meeting.

MOTION. Ms. Monaghan moved to accept the minutes as written. Mr. O'Heir seconded the motion. Ms. Swank said she had been absent and asked that the minutes so reflect. There was no objection. Mr. Stanton asked to add the following sentence at Line 55 after the word "decision:" "[.] petitioned warrant articles always excepted." There was no objection.

Ms. Monaghan asked for a clarification regarding the revisions to the Library submissions because she felt that the Committee had agreed that location designations were to have been removed. Everyone agreed that this was correct and asked the Town Administrator to remove the reference in the revised Library submission to the "Homestead Property."

Ms. Swank asked about the Fiscal Year designation on the parking lot, but all agreed that the parking lot had been moved to the DPW presentation. Exhibit A.

There was no further discussion on the Motion to approve Minutes, and Mr. Stanton called the question. All present voted in favor of the Motion, except Ms. Swank, who abstained because she had been absent.

Ms. Swank asked if the HVAC and duct work projects submitted by the Library were to have been combined and moved to FY 18. She also noted that there was no narrative. Mr. Stanton asked if the submission could be reformatted to fit on one page. The Committee agreed that the total number of projects for the Library now stands at two.

Ms. Swank also asked if the Library Trustees had discussed alternatives if the boiler fails. Mr. Kohlmorgan indicated that they had not. Mr. Stanton said it would have to be paid for with money from the Building Maintenance Fund. The Town Administrator said that it was likely in that event that the Trustees and the Select Board would meet to determine how such a project would be paid.

Chief Maddocks then presented revisions to the Police Department submissions.

1. Mileage Summaries. Exhibit B.

Chief Maddocks indicated that he had added the purchase dates, that the asterisks mean the actual delivery date and that additional information had been provided about the retirement of Car 117. He provided a brief recapitulation of the funds available in the revolving detail fund.

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49

50 2. Cruiser Replacement Schedule. Exhibit C.

51

52 There was lengthy discussion about the replacement schedule. The written revision reflected a 2-2-2-1 schedule, the 1 to be
53 purchased if there is money available. Mr. Sununu observed that such a schedule would continue the practice of operating
54 vehicles out of warranty. 2-2-3 would keep all vehicles in warranty.

55

56 Ms. Swank asked what maintenance problems the Department has had. Chief Maddocks indicated that the average expense per
57 year is in the \$2,500 - \$3,000 range but that the statistics were good only for the last two years. Ms. Swank asked if anyone
58 remembered further back and Chief Maddocks responded that he did not.

59

60 The Town Administrator drafted a schedule to illustrate 2-2-2-1 on the white board in the following form:

61

62 FY 2017 New Cars: 126 and 127

63 Delivery Date 09/16 Warranty Good Until: 2019

64

65 FY 2018 New Cars: 128 and 129

66 Delivery Date 09/17 Warranty Good Until: 2020

67

68 FY 2019 New Cars: 130 and 131

69 Delivery Date 09/18 Warranty Good Until: 2021

70

71 FY 2020 New Car: 132

72 Delivery Date 09/19 Warranty Good Until: 2022

73

74 FY 2021 Cars to be Replaced: 126 and 127

75 New Cars: 133 and 134

76 Delivery Date 09/20 Warranty Good Until: 2023

77

78 Mr. Sununu stated that a car would only be out of warranty for one year. Chief Maddocks reported that the Crown Victoria will
79 be the first to be replaced. There are two Crown Victorias now, one operated by the Chief and one by the Detective.

80

81 Ms. Monaghan suggested that maintenance record be kept.

82

83 Mr. Apple excused himself at approximately 9:45 a.m. for a meeting at the North Hampton School.

84

85 Ms. Monaghan assumed the duties of recording secretary:

86

87 Due to the lateness of the hour, Ms. Swank asked Director Hubbard to simply give the committee an overview of
88 his capital requests. Director Hubbard briefly reviewed the 2017 capital requests for the Department of Public
89 Works. He said the paving project for the Library could be done in June 2016 if there are sufficient funds in the
90 department's budget.

91

92 The request for a new F550 dump truck in 2017 means the existing DPW dump truck will be transferred to the
93 Fire Department, where it can be outfitted to serve as that department's forestry truck. Also requested for 2017 is
94 a new Utility Truck, which Director Hubbard projects will have a 20-year life. At earlier meetings, Fire Chief

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95 Michael Tully had said when the DPW buys a new pickup truck it will be fitted with a bed of sufficient size for
96 later use by the FD as its forestry truck. Director Hubbard said he will confer with Chief Tully.
97
98 Ms. Swank adjourned the meeting at 10:07, and Director Hubbard will return August 21 to complete his
99 presentation of the DPW projects.
100
101 Respectfully submitted,
102
103 Nancy Monaghan, Member and
104 Paul L. Apple, Town Administrator
105
106 Date prepared: August 20, 2015
107 Date approved: August 21, 2015, as may be amended.

CAPITAL IMPROVEMENTS PROGRAM
Capital Project Worksheet and Submission Form

Department: North Hampton Public Libr

Department Priority: 4

4

Type of Project:

(place an "x" in one box)

Primary effect of project is to:

- | | |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Replace or Repair existing facilities or equipment |
| <input checked="" type="checkbox"/> | Improve quality of existing facilities or equipment |
| <input checked="" type="checkbox"/> | Expand capacity of existing service level/facility |
| <input type="checkbox"/> | Provide new facility or service capacity |

Service Area of Project:

(place an "x" in one box)

- | | | | |
|-------------------------------------|--------------------------|--------------------------|----------------|
| <input type="checkbox"/> | Region | <input type="checkbox"/> | I/B/R District |
| <input checked="" type="checkbox"/> | Municipality | <input type="checkbox"/> | Neighborhood |
| <input type="checkbox"/> | Local School District | <input type="checkbox"/> | Street |
| <input type="checkbox"/> | Regional School District | <input type="checkbox"/> | Other Area |

Specify:

Project Description:

Prioritized list of library repairs and maintenance for the next 5-10 years

Rationale for Project:

(Place an "x" in the boxes that apply and elaborate)

- | | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Removes imminent threat to public health or safety |
| <input checked="" type="checkbox"/> | Alleviates substandard conditions or deficiencies |
| <input checked="" type="checkbox"/> | Responds to federal or state requirement to implement |
| <input checked="" type="checkbox"/> | Improves the quality of existing services |
| <input type="checkbox"/> | Provides added capacity to serve growth |
| <input checked="" type="checkbox"/> | Reduces long-term operating costs |
| <input type="checkbox"/> | Provides incentive to economic development |
| <input type="checkbox"/> | Eligible for matching funds available for a limited time |

Narrative Justification:

Cost Estimate: Capital Costs

(itemize as \$ necessary)

Dollar amount (in current \$)
33,000.00 Repair parking lot

Impact on Operating & Maintenance

Costs or Personnel Needs

- | | |
|--------------------------|-----------------------|
| <input type="checkbox"/> | Add personnel |
| <input type="checkbox"/> | Increased O & M Costs |
| <input type="checkbox"/> | Reduce Personnel |
| <input type="checkbox"/> | Decreased O & M Costs |

Dollar Cost or Impacts if /

+ \$

- \$

Target Fiscal Year:

FY2016

\$ 33,000.00 Project Cost

Sources of Funding:

Grant from: _____

\$ _____

Loan From: _____

\$ _____

Donation/Bequest/Private

\$ _____

User Fees & Charges

\$ _____

Capital Reserve Withdrawal

\$ _____

Capital
Reserve
funds

Impact Fee Account

\$ _____

Current Revenue

\$ _____

General Obligation Bond

\$ _____

Revenue Bond

\$ _____

Special Assessment

\$ _____

\$ _____

\$ _____

Total funding needed:

\$ 33,000.00

Form Pre

Susan Gr
(Name)

Director
(Title)

Library
(Departm

July 3, 20
Date Pre

Police Department Cruiser Miles and Hours Totals – as of July 22, 2015

3-year warranties on cruisers

	<u>Mileage</u>	<u>* Hours</u>	<u>Mileage/Hours Total</u>	<u>Vehicle Yr./ Make</u>	<u>Purchase Date</u>
Cruiser (UM)	56,266	* 737	80,587	2008 Crown Victoria	07/22/2008
Cruiser 118	35,596	* 1162	73,942	2010 Crown Victoria	07/15/2010
Cruiser 119	58,047	* 2560	142,527	2011 Crown Victoria	06/28/2011*
Cruiser 120	51,460	* 2088	120,364	2013 Police Utility	08/06/2012
Cruiser 121	55,727	* 2836	149,315	2014 Police Utility	08/13/2013
Cruiser 122	51,732	* 2700	140,832	2014 Police Utility	08/13/2013
Cruiser 123	8,171	* 410	21,701	2014 Police Utility	06/17/2014*

* Cruiser 119 was picked up early as opposed to waiting after July 1st, part of FY 2012 budget

* Cruiser 123 was picked up early as opposed to waiting after July 1st, part of FY 2015 budget

*Idle Hours multiplied by 33 miles to determine added mileage/wear and tear on vehicles. This is per Motorcraft Engineers.

[http://www.motorcraftservice.com/vdirs/quickref/2013 Sedan Utility Police ModifierGuide Updated opt.pdf](http://www.motorcraftservice.com/vdirs/quickref/2013_Sedan_Utility_Police_ModifierGuide_Updated_opt.pdf)

The Crown Victoria's only had the idle hours listed, the Utility's list both engine hours and idle hours. Idle meter only accumulates when the vehicle is in Park or Neutral. Police vehicles often experience long periods of idling, during which engine oil will continue to break down but mileage is not accumulated on the odometer.

Engine idle hour meter calculations:

Idle hours x 33 = miles equivalency

	<u>Mileage</u>	<u>* Engine Hours</u>	<u>Idle Hours</u>	<u>Mileage/Idle Hours Total</u>
Cruiser (UM)	56,266	*	* 737	80,587
Cruiser 118	35,596	*	* 1162	73,942
Cruiser 119	58,047	*	* 2560	142,527
Cruiser 120	51,460	* 3705	* 2088	120,364
Cruiser 121	55,727	* 4586	* 2836	149,315
Cruiser 122	51,732	* 4318	* 2700	140,832
Cruiser 123	8,171	* 669	* 410	21,701

In FY 2015 (2014-2015) the cruiser removed from the fleet was:

				<u>Removed</u>
Cruiser 117	57,853	* 1926	121,411	2010 Crown Victoria

03/23/2015*

* Taken out of service to be stripped on 02/18/15, out of service on 03/23/15.

CAPITAL IMPROVEMENTS PROGRAM
Capital Project Worksheet and Submission Form

Exhibit C

Department: Police

For the fiscal year FY: 2016-2022

Type of Project:

(place an "x" in one box)

Primary effect of project is to:

- ☒ Replace or Repair existing facilities or equipment
☐ Improve quality of existing facilities or equipment
☐ Expand capacity of existing service level/facility
☐ Provide new facility or service capacity

Department Priority: 1 of 1 Priority Coding: U/P Urgent (U) Safety/Health (S) Preserve Asset (P)

Project Title Cruiser Replacement Schedule

Project Description:

** See Cruiser Replacement Schedule/Costs Detailed Explanation document attached. Also attached is a spread sheet showing the impacts of both the payments from the revolving fund and the budget for all cruisers between FY 2016 and FY 2021.

Narrative Justification:

Attempts to avoid purchasing police cruisers on some type of set schedule results in the high maintenance costs of older cars with expired warranties (over 100,000). This also effects operations where when cars are down for long periods of time for in-depth maintenance officers may be forced to ride together in one car, which negatively impacts the efficiency of police operations. A 1992 Organizational Study by Charles Reynolds and another Organizational Study in 2007 by MRI Associates recommended a pattern for replacement of one vehicle in the first year, and two cars each for the next two years. This also allows us to roll high priced equipment such as computers, radios, light bars, radars, etc. into the lease purchase for necessary replacement.

Cost Estimates:

Capital Costs

Check Impact on Staffing, Operations & Maintenance

Project Cost for year \$

Total Project Cost \$ 486,600.00
(if multi-year)

if apply

☐ Increased O & M Costs
☐ increased Personnel Cos
☐ Decreased O & M Costs
☐ Reduce Personnel Costs

Sources of Funding:

Grant - Source

Grant Amount	\$	<u> </u>
Capital Reserve Fund	\$	<u> </u>
Lease/Purchase Agreement	\$	<u> </u>
Special Revenue Fund	\$	<u> </u>
User /Impact Fees & Charges	\$	<u> </u>
Revolving Fund	\$	<u>115,200</u>
Special Assessment	\$	<u> </u>
Current Revenue	\$	<u> </u>
General Obligation Bond	\$	<u> </u>
General Fund Balance	\$	<u> </u>
Police Budget	\$	<u>324,400</u>
Taxation	\$	<u>90,200</u>

Total funding needed: 529,800.00

Form Prepared By:

Michael E. Maddocks
(Name)

Chief of Police
(Title)

Police
(Department/agency)

August 13, 2015
Date Prepared

Cruiser Replacement Schedule/ Cost(s) Detailed Explanation

Total cost for the cruiser replacements is now \$529,800.00, through FY 2022-2023 and is broken down as follows:

FY 2017 (2016-2017) – Two (2) Lease-Purchases with \$33,000 in payments coming from **Taxation** in 2016-2017, and the subsequent matching payments of \$33,000 coming from the Police 2017-2018 and 2018-2019 Fiscal Budgets. **(Three Year Cost = \$99,000).**

FY 2018 (2017-2018) – Two (2) Lease-Purchases with \$28,400 in payments coming from **Taxation** in 2017-2018, and the subsequent matching payments of \$28,400 coming from the Police 2018-2019 and 2019-2020 Fiscal Budgets **(Three Year Cost = \$85,200).**

FY 2019 (2018-2019) – Two (2) Lease-Purchases with \$28,800 in payments coming from **Taxation** in 2017-2018, and the subsequent matching payments of \$28,800 coming from the Police 2018-2019 and 2019-2020 Fiscal Budgets **(Three Year Cost = \$86,400).** Purchase a third (3) vehicle outright with \$43,200 payment from the **Revolving Fund**, provided funds are available. If the funds are available, **(Three Year Cost = \$129,600).**

FY 2020 (2019-2020) – One (1) Lease-Purchases with \$14,400 payment from the **Revolving Fund** in 2019-2020, and the subsequent matching payments of \$14,400 coming from the Police 2020-2021 and 2021-2022 Fiscal Budgets **(Three Year Cost = \$43,200).**

FY 2021 (2020-2021) – Two (2) Lease-Purchases with \$28,800 in payments coming from the **Revolving Fund** in 2020-2021, and the subsequent matching payments of \$28,800 coming from the Police 2021-2022 and 2022-2023 Fiscal Budgets **(Three Year Cost = \$86,400).**

FY 2022 (2021-2022) – Two (2) Lease-Purchases with \$28,800 in payments coming from the **Revolving Fund** in 2021-2022, and the subsequent matching payments of \$28,800 coming from the Police 2022-2023 and 2023-2024 Fiscal Budgets **(Three Year Cost = \$86,400).**

Total Six Year CIP Cost = \$529,800.00.

Point of reference:

In the 2014 CIP, the previous detailed explanation had **2015-2016 – Two (2) Lease-Purchases**. Per the Warrant Article, one payment of \$16,500 was to come from the Revolving Fund in 2015-2016 with the following two payments of \$16,500.00 to be made from the Police Budget in the 2016-2017 and 2017-2018 Fiscal Budgets, and one cruiser was to be bought outright at \$49,500 from the Revolving Fund. Fiscal Budgets **(Three Year Cost = \$99,000).** However, as of July 22, 2015 the cruiser purchases have not been able to be made due to the fact the Revolving Detail Account only has available \$7,830.62. As such, there is insufficient funds to make a first year lease payment for one cruiser, and insufficient funds to buy a cruiser outright resulting in no new cruisers purchased for the FY2015-2016 as of this date.

Whereas the future vehicles (Utility) will have transfer of existing equipment and a lower volume replacement of electronic equipment I expect the Lease Purchase payments to be reduced from the

August 13, 2015

\$16,500 for each vehicle and set- up, down to approximately \$14,200/\$14,400 for each vehicle and set-up.

Submitted by,

Michael E. Maddocks, Chief of Police

Budget and Revolving Fund Impacts- Cruiser Replacement Plan

Fiscal Year	Year Purchased	Cruiser #	Payment #	Budget	Rev. Fund	Taxation
FY 15 (2014-2015)	2014	123	1 of 1		\$47,000.00	
FY 16 (2015-2016)	2013	121 / 122	Final	\$26,400.00		
FY 16 (2015-2016)	2015	124 / 125	1		\$33,000.00	
FY 17 (2016-2017)	2015	124 / 125	2	\$33,000.00		
FY 17 (2016-2017)	2016	126 / 127	1		\$0.00	\$33,000.00
FY 18 (2017-2018)	2015	124 / 125	Final	\$33,000.00		
FY 18 (2017-2018)	2016	126 / 127	2	\$33,000.00		
FY 18 (2017-2018)	2017	128 / 129	1		\$0.00	\$28,400.00
FY 19 (2018-2019)	2016	126 / 127	Final	\$33,000.00		
FY 19 (2018-2019)	2017	128 / 129	2	\$28,400.00		
FY 19 (2018-2019)	2018	130 / 131 / 132	1		\$43,200.00	\$28,800.00
FY 20 (2019-2020)	2017	128 / 129	Final	\$28,400.00		
FY 20 (2019-2020)	2018	130 / 131	2	\$28,800.00		
FY 20 (2019-2020)	2019	133	1		\$14,400.00	
FY 21 (2020-2021)	2018	130 / 131	Final	\$28,800.00		
FY 21 (2020-2021)	2019	133	2	\$14,400.00		
FY 21 (2020-2021)	2020	134 / 135	1		\$28,800.00	
FY 22 (2021-2022)	2019	133	Final	\$14,400.00		
FY 22 (2021-2022)	2020	134 / 135	2	\$28,800.00		
FY 22 (2021-2022)	2021	136 / 137	1		\$28,800.00	
FY 23 (2022-2023)	2020	134 / 135	Final	\$28,800.00		
FY 23 (2022-2023)	2021	136 / 137	2	\$28,800.00		
FY 24 (2023-2024)	2021	136 / 137	Final	\$28,800.00		

Summary

Fiscal Year	Budget	Rev. Fund	Taxation
FY 16 (2015-2016)		\$0.00	
FY 17 (2016-2017)	\$0.00	\$0.00	\$33,000.00
FY 18 (2017-2018)	\$33,000.00	\$0.00	\$28,400.00
FY 19 (2018-2019)	\$61,400.00	\$43,200.00	\$28,800.00
FY 20 (2019-2020)	\$57,200.00	\$14,400.00	\$0.00
FY 21 (2020-2021)	\$43,200.00	\$28,800.00	
FY 22 (2021-2022)	\$43,200.00	\$28,800.00	
FY 23 (2022-2023)	\$57,600.00		

FY 24 (2023-2024)	\$28,800.00		
Subtotals	\$324,400.00	\$115,200.00	\$90,200.00
Six-Year Total		\$529,800.00	

(D)

Exhibit on white board

FY17
9/16 126 + 127
warranty til ~~20~~ 19

FY18
9/17 128 + 129
warranty til ~~21~~ 20

FY19
9/18 130 + 131
warranty til 21

FY20
9/19 132
warranty til 22

FY21
9/20 133 + 134
warranty til 23