



FINANCIAL PLANNING COMMITTEE

MEETING MINUTES

Thursday, January 26, 2017

Selectmen's Meeting Room

7:00 p.m.

MEMBERS PRESENT: David DeVries, Chair
Richard Smith
Thomas Spataro

ALSO PRESENT: John Coderre, Town Administrator

ABSENT: Michael Hodge, Vice Chair
Heidi Bourque-Gleason
Roger Leland

APPROVAL OF MINUTES – DECEMBER 15, 2016 JOINT MEETING

Mr. Spataro moved the committee vote to approve the meeting minutes of the December 15, 2016 joint meeting as submitted. Mr. Smith seconded the motion. Minutes approved as submitted.

APPROVAL OF MINUTES – JANUARY 12, 2017 MEETING

Mr. Spataro moved the committee vote to approve the meeting minutes of the January 12, 2017 meeting as submitted. Mr. Smith seconded the motion. Minutes approved as submitted.

FIRE DEPARTMENT PROJECT UPDATE AND FY2018 CAPITAL REQUESTS

Chief Parenti informed the Committee that the Fire Department is returning \$126,334.91 from the following two warrant articles approved at the 2015 Annual Town Meeting: \$90,475.53 from the Engine 2 appropriation and \$35,859.38 from the Ambulance 3 appropriation. This was accomplished by relocating current equipment to be used on the new apparatus. The equipment being relocated is in good operating condition and was not in need of replacement.

The 2018 CIP Proposal for a \$65,000 Forestry Truck (net of trade-ins) is to replace two existing forestry trucks, both 2005's, with one new vehicle. Both current forestry's were repurposed trucks that were not originally designed to carry the weight currently on them. A cab and chassis similar to Squad 4 would be purchased and flatbed would be installed. The current Forestry Skid Unit would be moved from Forestry 3 and the pump from Forestry 2 to the new vehicle. Some of the warning lights and radios from the Forestry's can be re-used, further reducing the cost. The final result would be reducing the overall fleet by 1 truck and having a safer, more appropriate vehicle for both forestry and winter response. Both Forestry 2 and Forestry 3 will be traded in with the resulting income being used to offset the price of the new vehicle.

Chief Parenti reviewed the status of the Capital project providing for the renovation/addition, or relocation, of the existing fire station located at 11 Pierce Street. Built in 1974, the station's main systems are all in need of replacement and updating, including HVAC, roof, electrical and

FIRE DEPT CONT. . .

plumbing. More importantly, the operational areas lack the appropriate space and accommodations needed for today's staff and equipment. The facility was built 43 years ago primarily as a call fire department and was never intended to house the number of staff and large equipment in use today. Previously appropriated funds in the amount of \$75,000 will be used to complete a Feasibility Study to better define the proposed project location, design and cost estimates. Depending upon the study's findings, the project may seek funds in FY2019 for design development and construction documents, or seek the full amount needed to design and construct the project. Preliminary cost estimates range from \$7-9 million, depending upon the project approach and potential need to acquire land.

Chief Parenti also reviewed the projects in the out-years, indicating he has applied for some grants to offset the cost of the self-contained breathing apparatus (SCBA) equipment. The Committee thanked the Chief for his frugality and willingness to return funds if not absolutely needed.

PUBLIC WORKS PROJECT UPDATE AND FY2018 CAPITAL REQUESTS

DPW Director Scott Charpentier reviewed his January 26, 2017 memo which provided an update on all outstanding capital projects, including: the pavement management plan, Church Street Culvert Replacement, Hudson Street Pump Station Rehabilitation, Town Common Project and Sewer Inflow & Infiltration Study.

Mr. Charpentier then reviewed the following FY2018 Capital Requests:

Six-Wheel Dump Truck with Spreader and Plow - \$240,000

The request seeks to replace a 1995 International truck with a dump truck with a plow and spreader in FY2018. This truck has surpassed its useful life expectancy of about 15 to 20 years. Due to the caustic nature of the salt and chemical additives used in snow removal operations, the metal bodies of these vehicles disintegrate much sooner than the total number of hours or miles would typically indicate, in spite of being washed after every salting event. The Town currently has ten large six-wheel dump trucks with plows in service and will seek to replace an additional vehicle in each of the following years: FY2019, FY2021 and FY2023.

One-Ton Dump Truck with Chip Body and Plow - \$95,000

The request replaces an existing 2000 one-ton cab and chassis truck with a chip body. The truck is used to tow the chipper and leaf vacuum to perform regular maintenance and cleanup at all the Town-owned parks and properties. This truck will also have a plow to aid in snow removal operations.

One-Ton Dump Truck with Plow - \$95,000

The request seeks to replace existing one-ton dump trucks with similar model trucks. The one-ton dumps are the most used equipment in the DPW fleet. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles. These trucks are also paired with large 6-wheel dump trucks to perform snow removal. The useful life of these vehicles is 10 to 12 years. At the time of replacement, the existing trucks will have reached the end of their useful lives. The FY2018 request seeks to replace a 2006 model year truck.

PUBLIC WORKS CONT. . .Chipper - \$65,000

The request is to replace the 2009 Brush Bandit Chipper. This piece of equipment is used to chip all limbs and trees throughout the Town including Christmas trees and brush brought to the garage by the residents.

Roadway Improvements/Maintenance - \$300,000

During 2013 the Town completed a comprehensive Pavement Management study which assessed the Town's overall pavement condition index (PCI) score as 71 out of 100. The study concluded that the Town needs to invest at least \$1.1 million per year just to prevent the overall PCI from declining. The Town's budget for roadway improvements consists of State Chapter 90 transportation funds combined with local funding. Chapter 90 funds were increased to approximately \$800,000 during FY2016, which paired with the DPW budget appropriation of \$300,000, meets the minimum requisite funding. During 2016, an update to the Pavement Management Study found the Town-wide PCI slightly improved to a score of 73. Unfortunately, Chapter 90 funds were reduced to \$500,000 in FY2017 and are expected to remain at that level for FY2018. This request is for an additional \$300,000 in Free Cash to maintain the plan while the Town continues to lobby the State for increased future Chapter 90 funding.

Crawford Street Retaining Wall - \$200,000

In response to a hit and run car accident in 2015, DPW personnel discovered a compromised dry stone masonry retaining wall. Roadway material is being lost through the joints resulting in an undulating roadway surface which is worsening. This request seeks funding to design a replacement wall and develop plans and specifications for public bid and construction. The design is expected to consist of a short modular block retaining wall with vegetated slope. The new wall and roadway surface treatment will include a guardrail for protection. Implementation of this project is contingent on the Town receiving an easement agreement with the two abutting neighbors before any work can commence.

Fisher Street Culvert Replacement - \$50,000

The FY2018 request is to fund the design for replacement of the Fisher Street culvert over Cold Harbor Brook. The current superstructure (structural support and decking) is in poor condition and needs to be replaced. The webbing of the steel support beams are rotted and the guardrails are in need of replacement. Once the design and construction bid documents are complete the second phase is to seek funding in FY2019 to construct the new culvert. Replacement of the culvert is part of a comprehensive roadway improvement plan created several years ago.

Mr. Coderre reminded the Committee that all of the proposed DPW Highway equipment projects will be financed using one-time available funds (Free Cash) resulting in no additional tax impact or debt.

Mr. Smith requested that the minutes reflect the Committee's appreciation to the DPW Director and the Town Administrator for the excellent planning and implementation of the Pavement Management Plan.

PUBLIC WORKS CONT. . .**Sewer Enterprise – Sewer Inspection Camera System - \$110,000**

This is a skid-mounted sewer camera and recorder system that can fit into the back of a pickup truck. The camera is used to inspect sewer mains and laterals before and after cleaning, locate breaks/roots or cracks in pipes, measure the defects of the pipe on screen and aid in determining causes for sinkholes in the roadway without having to excavate - saving time, materials and disruption of services. The project will be financed from available funds within the sewer enterprise fund and will not require the issuance of debt.

Sewer Enterprise – West Main Street Sewer Pump Station Improvements - \$400,000

The request is to fund the design and construction of improvements to the West Main Street Sewer Pump Station located adjacent to the United States Post Office on West Main Street. The station was built in 1996. In addition to the original design flows, it now receives sewage from all the restaurants in and around West Main Street as well as the assisted living facility and the Lincoln Street Sewer Pump Station. The station is significantly undersized because of the increased flows, therefore the alarm/notification system and pumps are in need of upgrading to more efficient & effective systems. Mr. Coderre noted that the project would be financed with debt and the payments funded by sewer user fees – not general tax dollars.

Water Enterprise – One-Ton Service Truck with Plow - \$100,000

The request is to replace a 2008 utility body truck with on-board fuel tank and crane. This vehicle is used daily to perform the regular inspections and general maintenance of the Town's water and sewer system. The fuel tank is used to transport fuel to various pump stations and equipment. The crane is used to lift the sewer pumps from the wet wells for serviceability. It is a general response vehicle to all calls throughout the water and sewer division. The new truck will also be used as a plow vehicle throughout Town.

DISCUSSION REGARDING PROJECT PRIORITY CRITERIA

By consensus, the Committee agreed to postpone the discussion regarding the project priority criteria to an upcoming meeting.

NEXT MEETING DATE

The next committee meeting will be held on February 9, 2017 at 7 p.m. to discuss the K-8 Capital Requests.

ADJOURNMENT

Meeting adjourned at 9:00 p.m.

Respectfully submitted,

John W. Coderre
Town Administrator

Documents used during meeting:

1. January 26, 2017 Meeting Agenda.
2. December 15, 2016 Joint Meeting Minutes.
3. January 12, 2017 Meeting Minutes.
4. Fire Department Project Update Memo and FY2018 Capital Request Packet.
5. DPW Department Project Update Memo and FY2018 Capital Request Packet.