

CIP Meeting
9.13.2023 10:00AM

Present: Kate Merrill – Finance Director, Kellee Jo Easler – Planning & Community Development Director, Kara Gallagher – Planning & Community Development Assistant & Recording Secretary, Tim Kenney – Fire Chief, Katie Phelps – Town Administrator, Dean Hollins – Public Works Director, Jason Killary – Police Chief, Gary Moore – Facilities Director, Loren Martin – Planning Board Chair, Ed Cherian Jr – Planning Board Member & Joshua Crawford – Planning Board Member

Finance Director Kate Merrill opened the public meeting at 10:00 am.

Draft Minutes:

PCD Director Easler motioned to accept the 8/16/23 draft minutes as presented. Seconded by PB Member Crawford. All in favor. None opposed.

Questions from Planning Board:

Sidewalk Fund-Planning Board member Gary Tillman asked what the fund was for at the last PB meeting. PW Director Hollins said anything related to sidewalks including paving and striping of crosswalks. This fund contains \$32,594.70.

Wildland Fire Suppression-Planning Board member Tillman asked what the fund was for at the last PB meeting. Fire Chief Kenney said the fund was opened before he was Chief. This fund contains \$5,252.06. PB member Tillman had asked if these funds should be closed. It was determined the funds must remain open and could be repurposed in the future when the line is more specific. Police Chief Killary said the whole point of the CIP was to save for an event where repairs or replacements are needed instead of needing an emergency expenditure.

Tennis Courts-There was money left over from the resurfacing that was done last year. PB Chair Martin suggested closing the Sidewalk Fund and rolling the remaining funds into a general Parks & Rec fund. PB member Cherian asked if the Parks & Rec Building Fund could be repurposed. TA Phelps said yes if the correct steps were taken.

Utility Terrain Vehicle-PB Chair Martin asked what the need was for that item. Fire Chief Kenney explained if there was a crash on the Rail Trail or riverbanks, anywhere a regular vehicle could not access. Last year a call was made to the FD and PD about a broken leg on the Rail Trail and because Boscawen does not have a UTV, Concord had to drive back to their station, load up their UTV, and come back to Boscawen. The FD and PD each have a Gator, but the clearance is too low to mount the Rail Trail tracks. The Rail Trail expansion is going to bring a lot more traffic through the Boscawen section and those kinds of calls will become more frequent. Fire Chief Kenney and Police Chief Killary are hoping to sell unused vehicles to purchase the UTV outright. The UTV would be a joint vehicle for use by both the PD and FD.

Bridge Removal-Alternate Ex-Officio Bill Bevans had asked where the money for the Storrs Bridge removal had come from at the last PB meeting. Ex-Officio Lorrie Carey had responded that a grant was awarded. The only way to apply for grant money is to have the items on the CIP. Town Administrator Phelps said this item has not been completed yet, and she is working on the educational piece that was required with the grant. This item did not have a tax impact.

Police Cruiser-PB Chair Martin asked why the PD needs a new cruiser every year. Police Chief Killary explained that the PD has 6 fleet vehicles. They purchase cruisers every year with one year

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47 skipped for a 7-year rotation. By the time a cruiser gets traded in, it's 7 years old with 100,000
48 miles, plus many idling hours on the engine, so the trade-in value is typically very low. There are
49 agencies who drag this process out, but they typically have a mechanic on staff for cruiser
50 maintenance. The vehicle Police Chief Killary is getting this year will be a Hybrid, and he is
51 hopeful for longer vehicle rotations after hearing positive feedback. PB Chair Martin asked if the
52 old cruisers could be used in different departments instead. Police Chief Killary said they will be
53 doing so this year. The oldest cruiser will be decommissioned and given to the FD so Fire Chief
54 Kenney will no longer be using his personal vehicle to respond to calls. PB member Crawford
55 asked if the officers share cruisers or if they are assigned a vehicle. Police Chief Killary has a take-
56 home cruiser per his contract, but the others are not assigned. They operate on a first-come first-
57 serve basis. Typically, the cruiser that comes back at the end of a shift is rested and a different
58 cruiser will be used. A new cruiser costs approximately \$45,000 and \$10,000-\$20,000 to outfit.
59 Finance Director Merrill changed the Police Cruiser Replacement Project to 2023, 2024, 2025,
60 2026, 2027, 2028, 2030.

61 **Fire Department Command Vehicle-** Fire Chief Kenney currently uses his personal vehicle to
62 respond to calls. This is an issue for several reasons. It is a liability to the town. If he is stuck in
63 traffic and flaggers can't identify his vehicle as part of the Fire Department, he legally cannot drive
64 around that traffic to respond to a call. He also has been paying for his radio to be installed and
65 removed when he changes vehicles. Fire Chief Kenney said he would be fine with receiving an
66 earlier decommissioned cruiser that has 30,000-40,000 miles instead of getting a new vehicle like
67 he currently has planned for 2029. Any cruiser would need to be converted to a FD vehicle,
68 including paint, and labeling for safety reasons. Fire Chief Kenney has responded to 130 calls in
69 his personal vehicle this year, and 226 last year.

70 **Municipal Buildings-** PB member Crawford asked why this item went from \$49,000 to \$100,000.
71 Facilities Director Moore said many of the municipal buildings have not been maintained for many
72 years. He sought to establish a fund and each year select the projects that take the highest priority.
73 PB member Crawford asked if any of this fund could be used for the Public Works building.
74 Finance Director Merrill said there was a separate fund for that project. Facilities Director Moore
75 said there could be some crossover. The intention for the Public Works building fund would be a
76 replacement, where the Municipal Buildings fund is meant for general maintenance.

77 **Bond Payment for Sewer-** TA Phelps said this most likely won't start until 2026. The project is
78 expected to begin in 2025. The town was awarded \$6.5 million for the total project cost from the
79 state's Clean Water Revolving Fund and \$1.625 million in principal forgiveness. The payments
80 were shown to begin in 2024 and were moved to begin in 2026. The project will have a 1% interest
81 rate while the money is dispersed to the town, but once the repayment period begins, the rate will
82 go up to 2.8%.

83 **Municipal IT-** PB member Crawford asked if the total saved for last year had not been expended
84 because the line showed \$37,000 and \$30,000 is shown to be added each year. TA Phelps said the
85 point wasn't to expend the full amount each year but to save for large expenditures such as a new
86 server or printer, as well as replacements of laptops and desktop computers, etc.

87 **Townwide Safety CRF for King Street Crossing Light-** PB member Crawford asked what this
88 item was. PCD Director Easler explained with the King Street Improvement Project coming up,
89 there will be a need for a crossing by Depot Street. Similar to what's in front of the elementary
90 school.

91 **Fire Engine-** Fire Chief Kenney asked to reduce his yearly contributions from \$100,000/year to
92 \$80,000/year.

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93 Finance Director Merrill will recalculate and incorporate the edits given in this meeting. Once the
94 document is finalized, it will be posted on the town website, and sent to the Planning Board,
95 Department Heads, the Select Board and TA Phelps in preparation for the October 3rd Public
96 Hearing.

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98 **PB Chair Martin motioned to adjourn. Seconded by TA Phelps. All in favor. None opposed.**

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100 *Respectfully Submitted by Kara Gallagher.*

DRAFT