



Town of Antrim, New Hampshire

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CIP Minutes 09-04-2018

CAPITAL IMPROVEMENT PROGRAM

MEETING MINUTES

September 4th, 2018

Location: Town hall, Antrim Police Station, Antrim Fire Station

Present: Ron Haggett, Bob Edwards, Bob Holmes, Steve MacDonald

Staff Present: Ashley Brudnick-Destromp (*Assistant*), Carol Ogilvie (*Consultant*), Donna Hanson (*Town Administrator*)

Attendees: Police Chief Scott Lester, Fire Chief Marshall Gale

Absent: Victor Rosansky

Submitted Worksheets

- Police
- Fire

Motion: no motions made to accept previous minutes

Meeting 1: Antrim Police

The Committee met with Chief Lester first at the town hall to discuss budget needs. Ms. Ogilvie started the meeting by reviewing the proposed budget numbers that had been previously provided by Chief Lester to confirm everything was accurate, Chief Lester confirmed yes. Chief Lester then went into a detailed explanation of the process of getting new police vehicles, from purchasing to swapping over equipment. He explained some vehicles can last 6 years, however, the Ford models require a 4 year rotation, and they didn't do this last year when they were supposed to because the vehicles were maintained well, so he wanted to leave room in the budget for a non-Ford vehicle purchase this coming year.

The vehicles he suggested start at a base price around \$29,500 and that is with no equipment. This is a \$3500 increase since 2014 when the last vehicle was purchased. Mr. Holmes inquired about tariffs causing an issue when purchasing, Lester responded that it is not a concern.

To cut costs, Chief Lester has been using grants to replace other things within the department such as the antenna on the radio is roughly 15 years old and created a reception issue on Main street. He used a ½ million grant to help fix it. He would like to get rid of all the old radios and replace them eventually, but it depends if he stays under budget.

Chief Lester is leaning towards the Dodge Durango because it comes with a police package, and does not require a 4-year rotation like Ford. It is also good for size and can swap over the existing cages from the current vehicles, it's roughly \$2000 more though than the Chevy. They considered the Chevy model because they liked it, but there was not enough ground clearance for rougher roads and inclement weather. The proposed budget is \$40,000 for a new vehicle, so that there is \$10,000 left to pay to swap over the equipment in the current one.

Mr. Haggett then led a discussion on how the police department does not have a capital reserve, and asked Lester if he was happy with not having one or preferred to have one. Lester explained he's ok without it, wouldn't be upset at having one either, but in the past they found that it doesn't really get used. Mr. Haggett mentioned he thought it would help have the funding, Chief Lester replied he wasn't sure it would work, for example he would be putting

\$10,000 in but taking \$20,000 out so it doesn't seem worth it. Mr. Hagget ended the conversation with if not having it works for the police department, then leave it as is.

Chief Lester gave more insight into the technology, daily operations, and equipment that Antrim currently has and will eventually need followed by a tour of the Antrim Police Station. Chief Lester explained that the new software they have allows officers to access their desktop from the laptop in the cruiser, helping cut back on hours spent at the station afterwards doing paperwork. Over 80% of New Hampshire police departments use the same software as Antrim called IMC. Chief Lester and his staff are very happy with it, it is very user friendly but it is costly because the software company corners NH.

Mr. Macdonald asked if the software has its own operating system. Chief Lester explained it does. Mr. Haggett asked if the software is used on a lease basis, and Lester explained they have an annual user fee roughly \$4,820, and that is without adding anything on.

Chief Lester talked of the future, about how the state is trying to switch over to E-Ticketing and E Crash reports and that is why the state is implementing barcodes to be scanned on the back of a driver's licenses. Eventually, we will need to purchase the software for this, but he is not comfortable doing so until Hillsborough Court and a majority of surrounding stations start using the same information, because he knows of other towns that already purchased the equipment and it's just sitting "in closets" not being used yet. There is not a need for it yet, and Chief Lester is confident that once the state makes it mandatory, there will be grants for it as well.

Mr. Haggett asked where the data from the police station is stored, if it is in the Cloud? Chief Lester explained Alan is backing it up, and Aaron has access to it as well. Mr. MacDonald questioned if there was a solid back up for this data. Chief Lester said Alan has assured him it is backed up, and he trusts Alan's expertise on this issue. Ms. Hanson also brought up that Alan has been working for the town prior to her in 2003, so he is very good at his position and has a lot of knowledge.

Mr. Holmes asked Chief Lester if he would need capital reserves to help fund all this in the future. Chief Lester explained there are grants out there, and he applies for all his own grants and has good success.

Mr. Haggett also asked if Alan monitors the actual equipment for the police as well, and Chief Lester replied yes.

Chief Lester explained in 2019 a computer needs to be replaced, and was supposed to technically be replaced last year, but didn't need to. It is a desktop computer that is 2 years out of warranty.

Mr. Edwards wanted clarification on what vehicle the \$40k would be used for specifically. Chief Lester went over in detail the vehicles the police currently have, how they are utilized, and how he only wants to replace 1 vehicle a year when needed. The 2014 Ford that is going to be replaced in 2019 with the \$40,000 budget is already over 108,000 miles. It averages 30,000 miles a year, and by the time it gets taken off the road in July because final approval isn't until March 2019, it would be at 140,000 miles. The Dodge charger they have is good until 2022, pending mileage. The unmarked car is used as a backup, and is a 2012 model and they also use it in inclement weather. When asked the average mileage a police vehicle gets, Chief Lester explained 20,000-30,000 miles a year, but usually closer to the 30,000 mark.

Chief Lester started a conversation about the speed trailer and how it has been abused in the past. They used to leave it out in open areas, but because of damage, they now put it near residents so people are not as tempted to "mess with it." It was serviced this year with 3 new solar batteries that need to be replaced every 5 years and they roughly cost \$200. Mr. MacDonald asked if there is a backup for these batteries, Chief Lester replied there is and they get charged at the station.

Chief Lester went over the placement of 2 new speed signs with 2 new posts and solar paneled white boxes. They have 1 at each entrance of the town now. The highway department assisted in digging the holes and pouring the concrete for them. Originally, he wanted to use electric polls because they were already there, but the electric company wanted a weekly request to use the poles and that is just too much of a hassle. Mr. Edwards asked if there was a grant for these, Chief Lester replied yes.

Chief Lester brought up the ATV and how that was on the CIP for years and how he took it off due to grief on social media from the town residents for why there is a need for it. It has been used in conjunction with the Fire Department, and the town has had HRV monitoring grant money in the past for it, but it is currently housed at the Fire Station. There is a safety issue where only 1 officer can be on it at a time, so they would have had to purchase a 2nd where they can't have 1 officer out alone on it without having another one in a vehicle following and most vehicles can't go where the ATV would need to go. Chief Lester and Chief Gale will combine funds in the future for a side by side to replace the ATV down the road so this can happen, but not a main concern.

Mr. Holmes brought up the concern of where and how the vehicles are washed. Chief Lester explained they purchase the cleaning supplies at the hardware store, and the vehicles are washed 4-5 times a week outside when it is

nice. There is a drain that the water goes down into, and they have had no complaints from surrounding businesses or residents regarding this. In the winter, they use the sally port, and squeegee the water out so it does not freeze. Mr. Edwards asked if the water goes into Great Brook, Chief Lester replied no.

Mr. Edwards brought up the flashing sign near the school, and how it wasn't working that great. Chief Lester replied how the sign flashes when school is out and overnight at one point due to a power surge. They decided to just have it flash all the time for consistency to remind people to stop even when there is no school so there is never a question of if they should or should not stop. Mr. Edwards agreed, it is good to just leave it on flashing so people just stop.

Meeting 2: Antrim Fire

The Committee left the Police Station after their tour, and went to the Fire Station to meet with Fire Chief Gale. Chief Gale started the meeting with showing the committee the fire engine 2E-2 that needs to be replaced. The engine is a 1993 model, and was due this past year for replacement, but if enough money is put into it, it can last a few years. His main concern was replacing the 2008 SCABA equipment. The current equipment was purchased using a grant in 2008. Each equipment piece holds 2216 psi of air. They have 17 air compressors currently, but Gale is only requesting 12 replacements due to need and who is trained to use one on the Fire Department. He is looking to replace 6 a year for 2 years.

Chief Gale was asked the reasons for the need of replacement. He mentioned that the 2018 FNPA standard now requires you have 4500 psi. This would up the current use from 20-25 minutes to 45 minutes. The current device gives you a 10 minute low air warning, where the new devices would give you a 15 minute low air warning, giving you more time to get out of the burning structure. The new devices will also set an alarm off if there is no movement for 2 minutes so that the other firefighters know they have a down firefighter, and where to locate them. The face pieces have cracked in other departments, and the glass for the face piece is a better quality for the new devices. In 60 days a grant will open for these, and he is going to pursue it. Mr. Hagget asked what the price is without a grant, Chief Gale informed him roughly \$10,000 each, totaling \$120,000 split in half over 2 years.

In 2021 the 15 year life cylinders in the packs will be expired as well, and that costs \$500-\$800 each to replace, so it makes more sense to Chief Gale to just get the new devices instead of putting more money into the old ones when they aren't as good. Chief Gale stated that other towns have already made the switch, making it hard to co work when our team can only be in a fire for 20-25 minutes and there's can stay in for 45 minutes. The packs weigh roughly 25lbs.

Mr. Edwards asked if there will be a time when the current ones are no longer useable, where Chief Gale still plans on keeping them as back ups. Chief Gale said that the last time that ever happened was in 1981 when they made everyone just get new ones, and it hasn't happened since. As long as a device can pass the flow test, it can be used. Mr. Edwards then asked how Chief Gale would determine who got a new pack vs an old pack in the event of a fire. Chief Gale said that the firefighters that were in the best shape that could be in there for 45 minutes would be the first ones to get the new packs. Mr. Edward asked when the last time the town had a structure fire was. Chief Gale explained the most recent structure fires have all been in Hillsborough, but that Antrim has assisted in every one, and how Hillsborough would be doing to same for Antrim if we needed it.

Mr. Holmes asked how concerned Chief Gale was with the face mask issue he had mentioned. Chief Gale said that they haven't had one crack, but they have had issues with the seal. It is not a real big concern of his, but it is on the back of his mind.

Mr. Edwards asked a question if all the trucks were automatic or if any are standard. Chief Gale replied that Engine 3 that is in North Station and is a 1989 model is the only one that is still standard.

The committee then ended the tour, and went into the training room to sit down and discuss other concerns. Chief Gale is concerned about Antrim Wind and Hawthorne Academy. Ms. Hanson mentioned how Hawthorne Academy is a new Christian school that also houses students overnight. Mr. Edwards asked Chief Gale if he needs extra support with Antrim Wind. Chief Gale said he has been doing research, and has found that projects like Antrim Wind can have electric fires and cause forest fires. Mr. Haggett responded that Antrim Wind is on their own for that, and that they are fully aware that they are on their own if there were to be a fire. Chief Gale added that Antrim Wind is taught self-rescue, and that the town does not have the training or equipment to handle a fire up there if it happened. The committee also mentioned in the future, when big projects like that are in the initial pitching phase, that maybe the committee should consider making part of the deal something like fire support to help with equipment costs and benefit everyone.

Mr. MacDonald said that in the past there had been issues with the physical building, and wanted to know if there was anything going on. Chief Gale said he was currently working with Ms. Hanson on a few issues, where it would be coming out of the Town building fund. Ms. Hanson mentioned the issues were not a big deal. Mr. MacDonald asked if it was repair or maintenance, Chief Gale responded that it is a little bit of both. Linoleum floors in front office need to be replaced, and the windows need some fixing. The building was built in 1982. It was then brought up how the police station has showers and the fire department does not, after viewing both buildings. There will need to be something done in the future about this, but is not a present concern to Chief Gale.

Mr. Haggett asked about the 2019 expenses, and what exactly they will cover. Chief Gale replied that 2019 will be the 1st year of 6 packs, those would come out of the capital reserve. Engine 2 replacement is roughly \$350,000, and that is without bells and whistles. Mr. Haggett mentioned that as of July 31st, there was \$357,000 in the capital reserve account. Chief Gale responded that the air packs came up kind of unexpectedly. Mr. Haggett then stated that having the capital reserve would give Chief Gale some breathing room. Ms. Ogilvie asked if the new engine would be a combo of funding. Chief Gale said they were looking to purchase a demonstrator truck because of the attractive price, or a used truck that is 5 years older or less. There are 5 local companies that manufacture engines so there is a larger market with more options.

Ms. Ogilvie pointed out that the CIP had \$171,000 for the projected air compressors, and so that it should be corrected and changed to \$120,000 for the 12 packs, Chief Gale agreed. Air packs do qualify for that grant he will apply for in 60 days, there are truck grants but he is not applying for them due to having a slim chance due to the number of calls they receive. The committee questioned why he wasn't going to apply, and what are the reasons that he believes we have a slim chance. Chief Gale explained that even with adding a combination of Fire and Ambulance calls together, the number is still low. He added that small towns can present a better case for a new truck, but he just does not see us getting it.

Mr. Haggett stated if the money goes into capital reserve, that Chief Gale is golden. He then asked Chief Gale if the \$400,000 that he is expecting to spend in 2021 is still his expectation. If not enough, it is up to Ms. Hanson and the Board to finance or municipal lease a new fire truck.

Mr. Holmes then asked Chief Gale what vehicle is going to the North branch. Chief Gale responded that the 1993 model is going up to the North Branch, and how things are happening at the North end of town and it should be kept as a reserve piece. It would require \$50,000 to keep it running, new tires, and transmission. Plan is to put \$50,000 into it now, and in 2020-2021 purchase the new one.

Mr. Edwards asked Chief Gale if there was a need for all the equipment he has. Chief Gale responded they could get away with 1 less engine realistically. The amount of structure fires is going down. It would be more ideal to have a rescue pumper because of more compartment space, the jaws of life, and that it is a multi-use vehicle. All trucks serve a different function.

Mr. Haggett asked if Chief Gale is in more mutual aid calls then local. Chief Gale responded yes, most recently Hillsborough. It is a vice versa situation though.

Mr. Edwards asked if there was anything maintenance wise to be done at the North Branch facility. Chief Gale said that the west side of the roof has an oak tree growing near it that needs trimming, as well as some shingle work. He then explained the importance of having that station, with 17,000 vehicles on the road there, Hawthorne Academy, and Antrim Wind facility as well as many residents.

Chief Gale went on to say that in the future there will need to be something in place to help move exhaust out of the bays. They wash the engines in the bay, and they are very proactive with cleaning after fires. No turn out or burn out gear is allowed inside the building other than the bay area. When asked about clean up after hazmat, Chief Gale responded that Antrim does hazmat, but the certified team is out of Keene.

Mr. Edwards mentioned the possibility of one day putting a Fire Station downtown, and if Chief Gale has ever thought about it. Chief Gale explained it would not work due to traffic, it would be a distraction as well and he thinks where the station is now is the ideal location.

Next Meeting : Tuesday September 13th, 2018 9am at Antrim Water & Sewer

Respectfully submitted,

Ashley Brudnick-Destromp

