

CIP Committee  
Minutes  
Wed., June 12, 2013  
6:30 pm

Meeting commenced at 6:32 pm at the Fire Station Conference Room

Present: Anne Abear, Steve Felton, Susan MacLeod, Mark Scarano and Jeanette Stewart  
Also Present: Normand Dewolfe, Christine Austin, Alan Cilley, Rusty Cross, Lee Nichols, David Sircle and Steve Bullard both from Utility Partners

**1. Minutes of May 29, 2013:** Corrections noted under 4.: change “Crowley” to “Crowell”, add “been”, and change “Ash” to “Ashland” Anne motioned to accept as amended; Jeanette seconded; all in favor.

**2. Committee discussion on action items:** Library: Anne contacted Tom Peters, who will invite the other Scribner Trustees to the June 19 meeting, and will write up a summary to submit when they come, or in lieu of coming.

Park and Recreation: Although previously advised (by TA) that he need not come, Jim Gleich will be asked by Jeanette to attend the June 19, 2013 meeting to be involved in the process.

Roadwork: Mark commented that at last meeting, the discussion included idea of developing an overall plan for roadwork instead of looking at each individual road being or not being a CIP project based on the cost of the particular work. Tim Paquette was praised for his work on the worksheets, and for coming in on his vacation time for the meeting.

**3. Review Electric Department projects:** Lee Nichols first confirmed that committee members had received the depreciation tables. For years 2014, 2016, 2017, 2019-2023, there are no anticipated projects with expenses of \$25,000. For 2018: Replace 1985 Bucket Truck, estimated 2018 cost of \$225,000 from Cues of Bedford. Option to buy outright from capital reserves, or considering a lease/purchase that would be an annual budget line item was discussed. Bought should last 30 years and long-run cost less than lease, but maintenance costs would be more as it ages. Lease /purchase would get a new truck every 5-7 years. Department has never done a lease before, so Lee will look into the cost benefit and lease/purchase options. For 2015: Buy a used Digger Derrick, estimated at \$60,000 to replace current one as primary equipment. The current one, now used 1-2 times weekly, and has an oil leak, and will be used more for the work commencing on Rte. 175 and then on North Ashland Road. For 2013: New underground wiring, conduit and substation for development off River and Leavitt Hill Roads. Initial outlay for materials and labor will be reimbursed by developer of the projected 61 homes that is to be done in three phases (first phase 24 homes). Developer doing the digging. For 2013: Cable upgrade on Rte. 175 and North Ashland Road, projected to be completed in Oct. 2013. Estimated cost is \$175,000 for material and labor. \$77,000 for wire is less than original estimate, and some transformers can be rehabbed and reused rather than replaced. The \$50,000 labor includes police coverage for safety and contract with JCR to pull the wire. For 2012-13: Replacement of radios is nearly completed. At the June 19 meeting, the BOS is expected to sign for the grant. The school as the designated emergency shelter and the utilities will be fully equipped with digital radios, and the repeater will be upgraded to digital, and the next step will be a backup generator. Again, concern was voiced regarding whether the DPW analog radios will have full coverage. **Lee will check with Craig regarding this, and an email will be sent to Jeanette with answer.** There is already a written estimate of cost of DPW upgrading if analog doesn't work. Other: Brief discussion on lighting; only costs would be if upgrading from sodium to LED lights. Current capital reserves is \$409,000 and there is enough material stock that

\$10,000 costs would not be incurred for projects. All vehicles are adequate for now with expected 15-year life spans. Question on “smart metering” installation elicited a resolute “no”. 7:21 pm thanked Lee for his time and input.

**4. Review with Water & Sewer Departments:** Bob Boyle, Alan Cilley, Rusty Cross and David Sircle present. Started by looking at the spreadsheet created by Steve and Alan using information that had been submitted to the Budget Committee last year. Bob Boyle confirmed that Alan had been designated by Commission to work on the CIP worksheets. Alan distributed updated sheet showing a 2013 to 2016 timeline that was broken into 4 categories: wastewater treatment plant, water treatment plant, water distribution system, and sewer collection system. Amounts smaller than \$10,000 were included to reflect contract requirement with Utility Partners to show as capital costs for budgeting, and the \$900,000 amount for sludge cleanout was in although it most likely will be further out in timeline. Set up to reflect when specified costs expected to arise. For 2013: Bottom line total of \$323,600; all of it actually expected to be done? No, but it was felt there is a need to bring to the forefront; difficult to prioritize one over the other since all on the list because they are priorities. David will consult with Rusty for best plan, with the total for 2013-16 reaching \$1,871,000. Reserves of \$22,000, \$21,000 and \$370,000 certainly will not cover it. From the budget, only the \$40,000 pickup truck is covered, and there is no other income source; revenue that can be spent on maintenance is realistically around \$100,000. For 2014: The septage receiving station is not on the spreadsheet, awaiting an updated estimate on the revised plan. The last one was for \$860,000, which the commissioners feel is a high maximized cost—could be built for less. Points from discussion on whether station should be built: \$70,000 already spent in 4 years and should go forward to completion; metering load weight is more accurate and tends to bring in more revenue; screening process reduces grit and volume of sludge and extends the time between expensive cleanouts. Since a plant can only handle a certain amount of organic load vs. hydraulic load, capacity needs to be calculated for how much more septage could be accepted for more revenue. The consensus of W&S was it should be built within 4 years as beneficial to the plant operation. Grant money will be searched for as well. Adding customers was discussed and it would have to be analyzed for cost effectiveness of upgrades for revenues. For 2020: The cleanout cost on the list for 2016 should actually be later. Plant started in 1968 and was last cleaned in 1988, with the standard being every 10 to 15 years. It is profiled every year, and this will be done in July or August, so more information will be available. Other: New regulations requiring a change to new lead-free meters is reflected in 2013-16 to change about 55% of meters. Utility Partners researching prices for meters. Being a mandate, difficult to determine how far out in time replacement of all meters can be pushed. Transferring these projects onto the worksheets can now begin. **Steve will email David the spreadsheet; David will consult with Rusty and then Alan will receive updated information to do worksheets starting with a year-by-year timeframe. Steve will work with Alan as needed. Another meeting will be scheduled: before July 15th, David can attend, otherwise Steve Bullard will.** All participants thanked for their time and effort.

**5. Review Fire Department Worksheets:** 8:32 pm Steve Heath. For 2014: Replace engine 1, \$491,000. Using a policy for replacement guidelines and inspections by a qualified emergency vehicle technician, the Apparatus Committee and chief use the evaluation forms to schedule equipment replacements. They are also working on cost of operating the equipment to determine what the replacement vehicles would be. Using the standards should positively affect insurance, safety and liability. Determining replacement time means that dealers can be approached with a view of an 18-month wait for delivery. Being used for mutual aid along with another vehicle means Engine 1 carries a lot of equipment and runs on the interstate which has led to rust corrosion. Plan is to replace it with a vehicle similar to engine 2 and eliminate need for a second vehicle to go on mutual aid calls. Four dealers have been given specs and it has

been recommended to get vehicle tailored to needs vs. stock one. Different manufacturers and service companies have been researched. Last 2 trucks were lease/purchased with 7-year terms. The 27-year-old vehicle is valued as \$3,000-5,000 trade-in, although could possibly get more on open market (for use other than firefighting). To refurbish and maintain it requires search for older parts. For 2014, down payment amount needs to be determined; \$25,000 in reserves now. Yearly lease amount would be in budget (keeping budget level as previous lease expires). The chief will research lease/purchase options. The Fire Department has been awarded a FEMA grant, amount not yet known (\$48,000 was requested). Chief Heath will apply for another FEMA grant that covers 95% of equipment cost as soon as grant period is announced. For 2016 & 2020: 16 Self-contained breathing apparatus and 16 spare bottles and replace air filling station, \$153,840: Current apparatus obtained through grant in 2004 and has 12-year service life. Over the last 2 years, 7 of the 16 have been out to repair critical components. For safety reasons and with technology changing, all apparatus needs to be the same. A grant will be written for these. The filling station would need to be replaced to be compatible with the new units. Bottles would be in 2020. CIP recommendation would be \$51,000 in capital reserves each of the 3 years to cover cost. For 2019: Engine 2 will be 25 years old and replacement should be planned for (~\$500,000). If the need arises for ambulance replacement, that would jump ahead as a priority. For 2020: Last project for repaving parking lot could be done in sections. Area most in need is in front of bays where it dips. DPW consulted about temporary fix of shimming it, and that could be done when a paving project nearby is underway. Cost estimate of \$32,820 includes paving area currently not paved to right of building. This is lowest priority since it is not a life/safety issue. 9:22 pm thanked Steve Heath and acknowledged the effective process established for tracking the needs of the department, and the active grant seeking for funding.

**6. Next Meeting:** June 19, 2013. Start spreadsheet set-up. All meetings will start at 6:30 pm. Actions: Send appointment times for Police, Park and Rec., and Scribner Trustees. BOS and CIP Committee to follow up with all departments still needing to submit documentation and encourage them to prioritize their projects.

9:28 pm: Motion to adjourn by Mark; seconded by Anne; all in favor.

Notes by Susan MacLeod