

**Town of Bow  
Capital Improvements Committee  
June 18, 2018  
Approved Minutes**

The Capital Improvements Program (CIP) Committee met Monday, June 18, 2018 at 6:00 PM. in Meeting Room B in the Municipal Building at 10 Grandview Road, Bow, New Hampshire.

Committee members present were: Chair Jeffrey Knight (Citizen Representative); Colleen Hunter (Board of Selectman Representative); William Oldenburg (Planning Board Representative); Bob Arnold (Budget Committee Representative) and Glenn Dugas (Citizen Representative) and Dik Dagavarian (Citizen Representative). Also present were Finance Director Geoff Ruggles; Fire Chief Mitchell Harrington; Deputy Chief Michael VanDyke; and Police Chief Margaret Lougee. Vice Chair Robert Louf (School Board Representative) was absent.

**I. Call to Order**

Chair Jeffrey Knight called the meeting to order at 6:00 PM. Discussion of the minutes was postponed until after the New Business was presented.

**II. Old Business**

1. Acceptance of the any unapproved minutes.

**Motion:**

Bill Oldenburg moved to approve the minutes of June 11, 2018 for discussion and Glenn Dugan seconding. There were some typos that needed correcting. Motion to approve the minutes as corrected carried with vote of 5 approved and 1 abstention.

**III. New Business**

1. Review of Fire Department Equipment Purchases

Fire Chief Mitchell Harrington and Deputy Michael VanDyke spoke to the Department's CIP projects. Chief Harrington addressed a question the previous CIP Committee concerning the need for a second ambulance. A second ambulance cost benefit analysis was done and the results were distributed to the Committee. Based on the analysis, the FD did decide it needed a second ambulance available. Whether that meant cost sharing something with another community and what that would look like. Chief Harrington thought the analysis would favor a cost sharing of another ambulance but the more the numbers were pulled together (i.e. annual purchase price vehicle, Dfib and Lucas, annual maintenance etc.); accounting for any revenues generated by the ambulance; and dividing that over the lifetime of the vehicle so the total cost of having the second ambulance comes to \$26,339 per year based on the FD's estimate. The FD did look at the possibility of doing a cost share with Dunbarton but that would mean 16 times (annual out of service occurrences per ambulance) a year Bow FD would have to go to Dunbarton, get an ambulance and cover both towns and they would not have an ambulance to cover any sports events. The FD runs the newest ambulance 5 times a week and the oldest 2 times a week. If the FD did not replace the second ambulance, it would cause more wear and tear to the one ambulance they do run. The FD currently has two ambulances and this analysis was done to answer a question from the last year's CIP process. The FD finds it a critical need to have the second ambulance rather than cost sharing one. Having a second ambulance eliminates having to go to Dunbarton, get an ambulance and cover

both towns for a prolonged period of time should Bow's ambulance go down for repairs. Chief Harrington said they would like to leave the replacement purchase of the ambulance on the CIP schedule. Ambulance A-2 is due to be replaced in 2020 and A-1 in 2025.

Pumper E-3: would replace two trucks with one, still meeting the Department's needs and role with the other pumper. There was some discussion about trade-in value of the two trucks. If the truck(s) are sold, that money goes to the general fund. If they are traded, it means less money is taken out of the capital reserve. Chief Harrington went on to say that the Department is also taking a look at the need for a rescue truck and scaling that down if they can distribute the equipment into the new pumper truck. They would rather do a one-ton pick-up truck sooner rather than later and not replace the rescue truck. The rescue truck would be used for trade-in on the one-ton pick-up. Chair Knight would like to see the trade-in value on the summary spreadsheets. He doesn't want to save more than the actual cost minus trade-in. There was some discussion on the variables in getting an estimate; how long it would be valid for; and trade-in value making it less to be drawn from the capital reserve. Finance Director Ruggles suggested looking at allowing for the trade-in value at a year or two out.

Chief Harrington said they will be looking at extradition equipment during the next year to do a cost benefit analysis on it. With the improvements in vehicles and highways, they do not have to use that equipment as much. The \$36,000 contribution amount may change.

Bill Oldenburg suggested taking the Rescue Boat out of the CIP because it's under \$25,000 and isn't scheduled for replacement until 2033. The Committee agreed to take the Rescue Boat out of the CIP, which will mean the purchase will have to be accounted for in the FD's operating budget.

## 2. Review of Police Department Equipment Purchases

Chief Lougee presented the Police Department's capital improvement projects. There have been two accidents with the cruisers this year. One of them they were able to fix and the other was totaled. Insurance covered the totaled vehicle less depreciation. Once depreciation was calculated, there were still monies due. Most important is that no one was hurt. Handguns and E-readers were added to the PD's Capital Improvements Projects. The capital reserve contribution for a patrol vehicle has increased from \$36,000 to \$40,000 based on recent purchase prices. The purchase of the Chief's car has been pushed out because one of the cruisers is in more need of replacement. A new Unit #2 purchase is planned for 2020. There is some thinking that Unit #2 could become the Chief's car and trading in her sedan.

Radio equipment: Chief Lougee stated they were having some officer safety issues with their portable radios were they are unable to transmit from the inside of buildings. They are now looking at adding repeaters on buildings. The radios were purchased with a Homeland Security Grant in 2012 but were only able to purchase 10 when they need 17. The PD is operating 3 different portable radio models. They are looking at going to Kenwood Beltronics which the Fire Department and School are using and Public Works is thinking of changing to.

## 3. Review of Additional Bridge/Highway and Public Works Information

Finance Director Ruggles provided the Committee with new project sheets, paving schedule, and engineering studies for Page Road Bridge and River Road Bridge. The DPW Equipment sheets have updated pricing on the pick-up truck; added the 10 wheel dump truck project sheet; included the sheet for the grader because they got a letter from CAT to what it would cost DPE to purchase and trade this year instead of waiting until 2025. Another discussion is needed on DPW equipment because the reserve fund goes into a negative balance in year 2022-2023.

#### 4. Development Replacement Schedules and Costs for Facilities Maintenance

The Committee looked at the Municipal Facilities Maintenance Plan for the Public Safety Center, the Municipal Office Building and Public Works Building. Starting with the Public Safety Center they reviewed the main components of the buildings and costs for replacement based on the bids received for its recent construction. Regarding the HVAC, it has a 20 year life span if the service maintenance is done on it. There was a question as to how does the town insure that the maintenance is done? Discussion on the need for a facilities manager position occurred. Finance Director Ruggles separated out replacement items and maintenance items. It was suggested to add power washing of exterior building to the maintenance list. The Committee discussed maintenance plans and service contractors for major systems. The major components of the Municipal Office Building were reviewed. Finance Director Ruggles will get a rough square footage to base a carpet estimate on. Chair Knight will check on some quotes. Windows were added as a replacement line item. Public Works Building discussion included checking the metal roofing for leaks.

#### 5. Any Other Business

The Committee reviewed the 2018 CIP Meeting Schedule. There is no meeting on June 25<sup>th</sup> or July 2<sup>nd</sup>. Meetings resume on July 9, 2018 with the Baker Free Library tentatively scheduled. Projects sheets for the School(s) will also be handed out at the July 9<sup>th</sup> meeting.

#### **IV. Adjournment.**

There being no further business before the Committee, Chair Knight called for a motion to adjourn.

#### **Motion:**

Upon a motion from Bob Arnold and a second from Bill Oldenburg, the Committee voted unanimously to adjourn the meeting at 7:45 PM.

Respectfully submitted,

Wendy Gilman, Recording Secretary