



*OLD VALUES - NEW HORIZONS*  
**COMMUNITY DEVELOPMENT**

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Capital Improvement Program (CIP)  
Meeting Minutes  
August 6, 2013

The regular meeting of the Capital Improvements Program (CIP) was called to order on August 6<sup>th</sup> at 5:04 p.m., by Chairman Rob Gustafson, at the Community Development Department.

**Present**

Rob Gustafson, Chair 2013, Citizen Member  
Al Letizio, Board of Selectmen Representative  
Alan Carpenter, Planning Board Representative (joined the meeting at 5:49pm)  
Jennifer Simmons, Secretary, Citizen Member  
Jerome Rekart, School Board Representative  
Neelima Gogumalla, Citizen Member

**Excused**

Sy Wrenn, Vice Chair, Planning Board Representative  
Elizabeth Wood, Staff Advisor

I. Chairman Rob Gustafson introduced the members of the board and reviewed the agenda. Mr. Gustafson suggested assigning departments, to each member, so they can create a portion of the final report. The following assignments were made:

Searles School and Chapel – Jennifer Simmons  
Highway Department – Alan Carpenter  
School Department – Jerry Rekart  
Library – Neelima Gogumalla  
Recreation Committee – Jennifer Simmons  
Solid Waste Management – Al Letizio  
Board of Selectmen – Al Letizio  
Fire Department – Will check with Sy Wrenn

**II. Searles School and Chapel CIP Presentation**

By: Peter Griffin

**Proposal:** To repair the Searles School and Chapel where needed. This would include a new septic system, exterior painting, landscaping to the rear yard and patio, a rebuild of the tower floor, cleaning of moss on the front of the roof, repairing the vallyes, replacing missing tiles, placing 60 granite dividers in the parking lot, and renovating the basement under the West Room for use as a Green Room and/or Bride's Room. The total project cost is \$95,214.

**Justification:** Searles School and Chapel is probably one of the town's most valuable assets and should always be kept in proper repair. Because Searles is income producing, the majority of the proposed improvements will allow for additional rental prospects

which will produce more income. The last payment, on a prior loan, was made in 2013. The loan was paid for by income generated by the Searles School and Chapel and was of no cost to the Town.

**Discussion:** Mr. Griffin told the Board that the Searles School and Chapel request is a repeat request from last year. Mr. Griffin explained to the Board that the amount being requested is now \$78,100 as the exterior painting has been deducted as that will be included in the property and maintenance account. Also, there is an ongoing campaign, headed up by Margaret Case, which has been very successful in raising funds. To date, the campaign has raised over \$20,000. The campaign is ongoing and more funds will be coming in. Mr. Griffin said the \$78,100 amount will be reduced because of the campaign. The final amount could be determined by mid-September. The bond will be paid back, similar to last year's request, with rental revenue. Mr. Griffin told the Board that a 10-year bond was just paid off in 2013 solely with rental revenue.

Mr. Gustafson wondered what happens to revenues in excess of the bond. Mr. Griffin explained that the excess money goes into a Searles School and Chapel Trust.

Ms. Gogumalla asked what the revenues were last year. Mr. Griffin replied that revenues were approximately \$20,000. \$12,000, of the revenue, was used to finish paying off the bond.

Mr. Letizio asked what the amount of the last bond was. Mr. Griffin said the amount was \$100,000. Mr. Griffin explained that the Searles School and Chapel will be rolling out a website and will be working on improving marketing. Mr. Griffin feels confident in maintaining revenue of \$20,000 from year to year. Mr. Letizio stated that this will be revenue neutral.

Ms. Gogumalla wondered how marketing, for the request, would be done this year. Mr. Griffin said social media, newspaper, cable, and possible open houses will be used in getting the word out.

### III. **Fire Department CIP Presentation**

By: Chief Thomas McPherson with Assistant Chief Ed Morgan and Deputy Chief William Martineau

**Proposal:** Short Term Needs (1-Year) – For 2014: A request has been made for the replacement of a front line ambulance. The total project cost for this item will be \$220,000. A request has also been made for the replacement of Ladder -1 (which is currently a 1980 Spartan 100' Aerial). The total project cost for this item will be \$850,000.

Long Term Needs (6-Years) – For 2015: A replacement of Engine 2 (which is currently a 1994 E-One Freightliner Chassis). The total project cost for this item will be \$500,000. For 2016: The installation of an integrated mobile data terminal (including software and hardware). The total project cost for this item will be \$70,000. For 2017: No purchases scheduled at this time. For 2018: The replacement of a front line ambulance. The total cost of this item will be \$265,000. For 2019: The need of a public safety sub-station. The total cost for this item will be \$1,500,000.

**Justification:** Short Term Needs: The replacement of the ambulance allows the department to stay on course for scheduled apparatus replacement. Timely replacement of this high use equipment is critical to the safe and effective delivery of pre-hospital care. The replacement of Ladder -1 will also allow for the scheduled rotation of the fleet

which is safe and cost effective. The factors that should be considered include: current staffing and operational response, the age of this vehicle, the many years of previous service, the deficiencies with respect to the current National Fire Protection Association (NFPA) Safety Standards, and the foreseeable costs in repairs.

Long Term Needs (6-Years) – For 2015: Engine 2 – With all vehicle replacements, the scheduled rotation of the fleet is safe and cost effective. The NFPA Standards indicate that a 15 year replacement of the vehicle is recommended. For 2016: Mobile Data Terminals – Allows for timely delivery of information to first responders in conjunction with minimizing the workload to maintain this information. For 2018: Ambulance – The replacement of the ambulance allows the department to stay on course for scheduled apparatus replacement. Timely replacement of this high use equipment is critical to the safe and effective delivery of pre-hospital care. For 2019: Public Safety Sub-Station – Would allow for the ability to provide adequate and timely response to all residents and businesses.

**Discussion:** Chief McPherson told the Board that the Town of Windham has a well-equipped fire department. For the short term, the fire department is requesting an ambulance as the majority of calls made are for EMS Services. When there is a new ambulance, that ambulance is the first in line as it is under warranty. After a few years, the ambulance gets bumped down as the second run ambulance. The ambulance will stay there for 4 years and then it will become a third line/rescue vehicle which houses equipment.

Mr. Letizio asked the value of the third line ambulance. Chief McPherson said the value would be about \$5,000. The third line is a decertified ambulance.

Mr. Gustafson asked what the maintenance cost is for the third line ambulance. Chief McPherson replied that the maintenance is minimal.

Chief McPherson explained that the new ambulance will be a four-wheel drive ambulance like the one that was purchased in 2008. He told the Board that 65% of the department's call volume is EMS. He said that the first line ambulance has 57,000 miles and 3,400+ hours on it and the second line ambulance has 58,000 miles and 1,001 hours on it. Chief McPherson also noted that the cost of the ambulance being requested is for the purchase of the vehicle and all of the equipment in it.

Mr. Rekart asked if there is a limit on engine hours or miles in which an ambulance can be certified. Chief McPherson answered no. He explained that the town's vehicle replacement policy is to replace ambulances every 6 years.

Mr. Letizio asked if each ambulance is getting about 12 years of service. Chief McPherson explained that a front-line ambulance runs for 4 years, as a second-line ambulance it runs for 4 years, and then as a rescue vehicle it runs for 4 years.

Mrs. Simmons asked what happens to the current third-line ambulance if the town approves a new ambulance. Chief McPherson explained that the third-line would be traded in and the trade in figure has not been factored into the amount being requested.

Mr. Rekart wondered what happens to the equipment in the second-line ambulance when it becomes a rescue vehicle. Chief McPherson said the equipment is transferred into the new ambulance.

Chief McPherson told the Board that the town's 1980 Spartan Ladder - 1 needs to be replaced with the hopes that a grant will be awarded. The truck has been used to its fullest potential and a great deal of money has been put into it for maintenance and repair. It is currently out of service as the steering column let go. The truck has no pre-piped waterway and it has no water tank. Chief McPherson said this is the time to take advantage of funding. The request is for a "Quint" which would provide for a pump, water tank, fire hose aerial device, and ground ladders. This vehicle would save money and gives the ability to choose which vehicle to bring to a particular situation. Chief McPherson said that the department has been working with the Department of Homeland Security to obtain a grant which would cover 95% of the cost and the town would cover the remaining 5% which would be \$42,500. The grant writers have a positive feeling about the town receiving the grant. If the grant isn't awarded, the purchase would not go forward.

Mrs. Simmons wondered when the awarding of a grant would be announced. Chief McPherson said the application process would take place in September/October with submissions in October/November. The grant would most likely be announced before town meeting.

Ms. Gogumalla asked what the life span of the Quint would be. Chief McPherson replied that it is the same as a fire truck which is 20 years. Ms. Gogumalla wondered how the Quint was different from an engine. Chief McPherson said that it is basically an engine and a ladder truck. The Quint is able to hold 500 gallons of water. Ms. Gogumalla asked what would happen if the town didn't approve the purchase of the Quint. Chief McPherson said the department would need to continue to run the ladder truck.

Mr. Rekart asked what the value of the 1980 Spartan would be. Chief McPherson said that he really isn't sure.

Chief McPherson explained the long term needs. In 2015, Engine- 2 (1994 E – One) will need to be replaced with a Tanker similar to the one purchased in 2006. There is a need to take water in the trucks as the town does not have municipal water. A new Tanker would add an additional 3,000 gallons of water.

Mr. Gustafson wondered why the amount requested, for the replacement in last year's plan, was \$600,000 versus \$500,000 being requested this year. Chief McPherson responded that last year's plan was to replace the Engine with another Engine. This year's plan is to replace the Engine with a Tanker.

Chief McPherson explained that in 2016 integrated mobile data terminals need to be installed in fire apparatuses. This would allow for the timely delivery of information to first responders. The responding crews would be updated in route to a scene. The department's intent is to seek out grants for such a purchase. Chief McPherson said that the amount being requested would most likely go lower.

Mr. Carpenter asked if terminals were currently in the vehicles. Chief McPherson said that there are laptops in a couple of the vehicles. However, the system is outdated.

Ms. Gogumalla wondered why the purchase was being delayed. Chief McPherson replied that technology is constantly changing and the department would like to find the best possible product.

Chief McPherson said that there would be no requests in 2017. In 2018, a replacement of an ambulance would be requested. In 2019, there may be a request for a public safety sub-station. However, there is a lot of work that needs to be done before that. The Chief doesn't want to remove it from the plan as he feels the sub-station is needed.

#### IV. Highway Department CIP Presentation

By: Jack McCartney

**Proposal:** A request for road projects including pavement reclamation and/or restoration, shim and overlay, total reconstruction of existing roads and drainage improvements. The total cost of the project will be \$360,000. A request for a 5-Ton Truck, with a cost of \$180,000, to primarily provide for winter services, but will also be used for year round road maintenance duties. The truck will be an additional vehicle with salt reduction capabilities to reduce salt and sand uses to expanded areas in town. The truck will be purchased with a grant with funding through the "Salt Reduction Program." The town share would be \$36,000 and the remaining \$144,000 will be reimbursed by the grant. If the grant is not approved, the request would become null and void.

**Justification:** Roads Project – To continue the improvement upon necessary road issues. This is an annual request to try and keep up with road improvements. The cost of pavements have increased dramatically (200%+) over the last several years due to increases in oil costs. 5-Ton Truck - Grant funding available (80% federal and 20% town), that will help reduce salt and sand uses in Windham. With rising costs of materials, due to oil costs, this will help us control costs by putting out less product with more efficiency.

**Discussion:** Mr. McCartney explained that the Highway Department is requesting a 5-Ton Truck which would be tied to a grant through funding from the Salt Reduction Program. If the grant is not approved, the request would be become null and void. 80% of the funding would come from the federal government with the remaining 20% coming from the town. Mr. McCartney said that the High Department is requesting \$360,000 for the roads which would allow the department to keep up with the road networks.

Mr. Carpenter asked Mr. McCartney what the cost of a yard of asphalt was. Mr. McCartney replied that the price is \$78 per ton of asphalt.

Mr. Gustafson wanted to know if Mr. McCartney had a list of the roads that needed attention. Mr. McCartney replied that over the past couple of years, the department has been doing a lot of reclaiming and paving. The department has focused on saving/catching up on the older roads in town. This year, as last year, over 13,000 feet of roads have been saved as opposed to being reconstructed.

Mr. Carpenter wondered if the department was granted more money would it be able to meet its goal of 4 miles a year. Mr. McCartney said most of the work gets subbed out. He said that the money would help. However, it costs about \$500,000-\$600,000 to pave a mile. Mr. Carpenter noted that 10 years ago, the department was receiving \$300,000 when prices for products were lower.

Mr. Letizio asked how much it would cost to work on 4-5 miles, in one year, of roads. Mr. McCartney replied that it would be close to \$1.2-\$1.3 million. Last year, the department received \$399,000 from the town budget and \$300,000 from the CIP which totaled to \$699,000 or approximately \$280,000 per mile.

Mr. Gustafson asked if the request for the 5-Ton Truck was contingent on the grant. Mr. McCartney replied that it was. Mr. Gustafson asked if the grant, for last year's truck request, was granted and Mr. McCartney replied that it was. Mr. Gustafson wondered why a 5-Ton Truck was being requested this year as last year's plan didn't have the request until 2018. Mr. McCartney said the request has to do with the timing of the grant.

Mr. McCartney will follow up, with the Board, with a plan for the out year requests for the Highway Department.

## **V. Review Departments' Responses to CIP Request for Proposals**

The following departments will not be submitting applications:

- Tax Department
- Senior Center
- Housing Authority
- Cable
- Community Development Department
- Police Department
- IT/GIS Department
- Assessing Department
- Town Clerk's Department

Mr. Gustafson said that he would check with Chief Lewis to see if the Police Department would like to submit a request for any long term needs that they may have.

The following departments have not yet responded:

- Planning Board (Scheduled to review at 8/7/13 meeting)
- Cemetery Trustees
- Maintenance Department
- Windham Economic Development Committee
- Local Energy Committee
- Conservation Committee (Scheduled to review at 8/8/13 meeting)

The Heritage Committee has indicated that they may have a request.

Ms. Gogumalla informed the Board that the Local Energy Committee would not be submitting a project request.

## **VI. Review and Accept the July 30<sup>th</sup> Meeting Minutes**

Mr. Gustafson suggested clarifying front-line loader usage on the first page and onto the second page. Motion to approve the minutes, as amended, by Mr. Carpenter and seconded by Mrs. Simmons. Vote: 3-0-2 (Ms. Gogumalla and Mr. Letizio)

