

**TOWN OF PETERBOROUGH**  
**CAPITAL IMPROVEMENTS COMMITTEE**

**6:00 P.M. Tuesday**  
**October 19, 2010**

**MINUTES**

**Present:** Chairman Leo Smith, Vice Chairman Leslie Lewis, Roland Patten, Richard Freitas, Leandra MacDonald, Susan Stanbury, Sue Chollet and Bertha Harris.

**Also Present:** Carol Ogilvie, Director, and Laura Norton, Administrative Assistant, Office of Community Development.

The meeting was called to order at 6:00 p.m.

**Welcome and Opening Comments:**

Chair Smith welcomed the members to the meeting.

On behalf of the Conservation Commission Ms. Stanbury distributed the new Open Space 2011 Calendar entitled "A Year in the Wild."

**Police Department:**

Vehicle Replacement:

Chair Smith welcomed Chief Guinard and noted the first justification sheet was the replacement of Police vehicles. Chief Guinard noted the objective of replacing vehicles "is at or about 100,000 miles." He went onto note "the drive train warranty expires on our cruisers at 100,000 miles or three years, which ever comes first" adding "the warranties have paid off handsomely."

A member asked what a drive train does and the chief described its function. He added "after 100,000 miles other miscellaneous parts start to go, it seems like it is one thing after another." A brief discussion about the engine hours of the vehicles followed with Mr. Patten noting "a vehicle can be parked on the side of the road for hours, it is the motor hours or engine hours that add up, it can be twice what the odometer reads." Chief Guinard agreed adding "it is difficult to compare these vehicles to the personal cars we drive." He reviewed the shifts that make up the 24-hour coverage as well as the "12 different driving patterns" of his officers. When asked he noted that besides himself there were 11 full time officers and 3 part time officers.

A question was asked about the 2009 Crown Victoria and the Fleet Maintenance schedule the Chief had provided, with Chief Guinard clarifying the confusion.

Chair Smith asked about the impending discontinuation of Ford Crown Victoria vehicles with Chief Guinard replying "we will buy one in 2011 but in 2013 we will make the change." He noted the new vehicles would be a cross between a Taurus and a Charger "but Ford has not

released the price yet.” He added “we will evaluate it when the time comes.” Ms. Stanbury asked about the anticipated cost of the vehicle with Chief Guinard replying “\$24,000 to \$25,000 is the base price at the State Auction Bid process. He explained the bid process involves the New Hampshire Department of Safety specifying what the ideal cruiser would be and then put it out to the automobile manufacturers to bid on.

Ms. MacDonald in at 6:15 p.m.

Chair Smith asked about the condition of the police computers with the Chief replying they were in good shape. He added “they would come under the operating budget, they do not fit the criteria for CIP, but the equipment is fine for now.”

Ms. Lewis asked “what about the laptops?” Chief Guinard noted the laptops would be replaced next year. He explained how the computers were “no ordinary laptop” as they had to deal with extreme heat and vibration. “They retail for about \$5000.00 per computer” he said. When Ms. Lewis asked if the laptops were part of the Technology Plan Chief Guinard replied “yes once they are purchased they will be” then went onto explain the current computers were not purchased by the town.

Mrs. Harris asked about the bidding process for the cruisers being replaced. Chief Guinard explained the process noting that in the in most recent process “we got about 15 bids from as far away as Philadelphia and New York.” Ms. Lewis interjected “it is like a Crown Victoria adoption service.”

#### Police Storage:

Chief Guinard explained the pressing need for storage space at the department. He noted he currently had 300 square feet of storage space “which is not a lot to store years and years of archived records.” He explained he had some material wrapped in plastic and stored on pallets in their 3-bay garage, but that was not optimal either “because the roof leaks.”

Ms. MacDonald asked if the requested \$40,000.00 was for structural repairs with the Chief replying “yes.” A brief discussion of how the corrugated flat roof would be repaired and the storage capacity expanded followed. Ms. Chollet asked “given the possibility of a Police and Fire Safety Complex, do you see these changes as long range or short range?” Chief Guinard replied “we have been struggling with that issue for years; I am just trying to accommodate the need for storage.” Mr. Patten interjected “it is a bad idea *not* to repair the roof.” Noting that the Budget Committee had pushed this request off for several years Ms. MacDonald asked “can you separate the two so you can at least get the roof done?” Chief Guinard noted he would check with the contractors to break it down (storage/roof).

“Good idea” said Chair Smith adding “we have to consider the maintenance and repair of these properties for resale if nothing else; we are kind of caught between a rock and a hard place.”

#### 24-Hour Dispatch Center:

Chief Guinard noted that there is no way to know when people will call the police department and “we have little or no control with the dispatching after hours.” He added “we loose policy

control.” He explained the current duties and responsibilities of the Clerk/Dispatcher whose hours were 8:00 a.m. to 4:00 p.m. and 4:00 p.m. to Midnight, Monday through Friday. He added “they are not there Midnight to 8:00 a.m., weekends or holidays. If a call comes in during those hours it is forwarded to the Sherriff’s Department in Goffstown.” Chief Guinard went on to say “they are not familiar with the layout of the town which tends to create issues with those who call.” He also noted there have been complaints of the Sherriff’s Department being short or sarcastic, problems with directions, “and of course, having the Police Station locked.”

A brief discussion about the difference between calling 911 and the non emergency number to the Police Station followed with Chair Smith noting “so there is time lost in the current (non 911) system” with Chief Guinard replying “there can be.” Ms. Lewis noted “so if you go 24/7 would you need another person or clerk?” The Chief replied “yes one more fulltime for the midnight shift and 6 or so part time positions to cover weekends and holidays.” He added “we will be meeting with Pam (Town Administrator) soon about having someone to answer the phone in an unlocked building 24 hours a day.”

#### Parking Lot:

“Here we go again” said one member with the others laughing. Chief Guinard noted the Police moved into the building in 1995 “and at that time the pavement was in fair condition.” He added “what we have works and we do patching from year to year but the foundation if very poor.” Mr. Frietas noted he had driven into the lot to take a look and agreed noting “it is poor; it will cost all of \$70,000.00, that may even be a low estimate.” A brief discussion about the size, age and drainage issues of the lot followed

Police Department done at 6:40 p.m.

#### **Fire Department:**

##### Command Vehicle:

Chief Lenox noted the Command Vehicle had been pushed back to FY 2013. He noted the vehicle will be 12 years old by the time of its replacement and have over 100,000 miles on it. He noted the steering has loosened up and it was rusting out. He noted the bid price was approximately \$24,000.00. He described the equipment and command system housed in the vehicle.

Chair Smith asked about the new Engine the town had approved with Chief Lenox replying “that should be delivered by September or October of next year.”

##### Parking Lot Reconstruction:

Chief Lenox explained how the current municipal lot was grossly under-utilized. He noted “we would like to move the municipal lot out front and reconfigure the back lot and take it over for our members.” He added “this will get everyone off the road, and allow the municipal lot to feel safer and actually have people use it.” He explained how the lot would be set up and separated from the members’ parking area. Chief Lenox noted “the lot is not being used now. This would allow us to increase our parking and straighten out the drainage problems.” Chair Smith asked about a schematic of the plan with Chief Lenox replying “no, we don’t have one, not yet.”

Ms. MacDonald asked about the problem the department had with their roof last year. Chief Lenox described the collapse of a main carrier beam adding “but that is fixed, we are in pretty good shape right now.” It was noted the Fire Station is the former (original) Highway Garage that the Fire Department took over in 1971.

Chair Smith left for another appointment.

#### Ambulance 2:

Chief Lenox noted the existing ambulance will be 10 years old at the time of its replacement. He added “we try to replace them at the eight year mark, so it will be ready to go by then.”

Chief Lenox briefly reviewed the call volume and the catchment area. One member asked about the contribution of the five towns the ambulance covers with a brief discussion following. Another member asked for clarification on whether or not those monies go into the Ambulance or the General Funds. Ms. MacDonald noted “they (the towns) are a generator of revenue that is not being reflected.” Ms. Lewis noted she would inform Chair Smith about the concern. The questions of percentage came up with Mr. Patten noting “it is a ratio, something like 60% Peterborough and 40% for the covered communities.”

#### Station Generator:

Chief Lenox told the members the current generator will be 25 years old at the time of its replacement. He also noted the current generator was not large enough to accommodate the entire station so it would be replaced with a larger unit. Ms. MacDonald asked if the generator ran on Liquid Propane (it does) and is the current tank was underground (it is).

#### Engine 2:

It was noted the replacement of Engine 2 had been moved out to FY 2018. Ms. Chollet noted “it will be 25 years old by then.” Chief Lenox confirmed the age of the engine and noted “it is getting tired, we are starting to dump money into it” adding “once an engine gets to be about 20 years it old, it is the ideal age to replace it.” Chief Lenox also noted the ever present and strict EPA regulations and the price increases that occur each year. “Every year we put it off we incur a 6% increase in costs” he said. One member interjected “so why move it out to FY 2018?” with the Chief replying “the economy, we will try to squeeze it out to 2018, we’ll see how things go.”

#### Replacement of the Brush Truck:

“This is scheduled for FY 2016” said Chief Lenox. He added “the truck will be 26 years old at the time of its replacement.” He noted the truck would be replaced with a one-ton pickup with a slide-on pumping unit. He added the vehicle would also serve as a utility unit in the off season.

Mr. Freitas asked about the function of the truck with the Chief explaining the need for a truck equipped to fight brush fires. He noted the department responds to half a dozen or so major brush fires a year “but we depend on mutual aid in those instances because we don’t carry any water” he said.

Ms. MacDonald noted “I have to ask, if there is one thing on the list that could be removed or pushed back, what would it be?” Chief Lenox replied “I hate to say it but we have moved

everything out as far as we can, we are at the end of the line.” Ms. Chollet interjected “it seems some things have already been pushed *too* far.””

Chief Lenox noted he could move the Command Car out “but that makes me nervous” he said, adding “but it is the way it is, it is a tough economy, we understand that. It is not an ideal world anymore.”

Minutes:

A motion was made/seconded (Patten/MacDonald) to approve the Minutes of October 12, 2010 as written with all in favor (Ms. Chollet abstained).

The meeting adjourned at 7:20 p.m.

Vice Chairman Lewis reminded the members the meeting for Tuesday, October 26<sup>th</sup> would begin at 5:30 p.m. so that interested members could attend the Public Hearing on the Main Street Bridge project.

Respectfully submitted,  
Laura Norton, Administrative Assistant