

TOWN OF PETERBOROUGH
CAPITAL IMPROVEMENTS COMMITTEE

5:30 P.M. Tuesday
October 15, 2013

MINUTES

Present: Chairman Leslie Lewis, Susan Stanbury, Roland Patten, James Kelly, Sue Chollet, Leandra MacDonald and Alan Zeller.

Also Present: Peter Throop, Director, and Laura Norton, Administrative Assistant, Office of Community Development.

The meeting was called to order at 5:30 p.m. With Chair Lewis noting “we are here so let’s get started.”

Opening Comments

None

Minutes

A motion was made/seconded (Patten/Stanbury) to approve the Minutes of October 8, 2013 as written with typos with all in favor.

Mr. Throop noted “today we will begin with Police.” Chief Scott Guinard replied “thank you” adding “you will be seeing some of the same things you have seen before.”

Police Department

Replacement of Police Vehicle

Chief Guinard began by noting the preventive maintenance program plan for his fleet has shown that by the time these vehicle reach 100,000 miles “not only is there significant increase in the repair work necessary, the warranty expires.” He reviewed the purchase process that in essence brings a new vehicle into the fleet each year. Ms. Stanbury noted an increase in the cost of the vehicle over last year. Chief Guinard acknowledged the increase and explained “because the model has changed a lot of emergency equipment such as consoles and lights have to be purchased as well.” He also noted he had gotten his money out of the retiring equipment (15 to 20 years’ worth). Mr. Kelly asked for clarification on the purchase program with Chief Guinard explaining how the vehicles are replaced just before or just as they reach their 100,000 mile mark. He also noted he expected to sell the vehicle being replaced for \$5,000.00.

Storage Space

Ms. MacDonald noted the members had seen this proposal before. Chief Guinard smiled and said “yes, this has been in the plan for some time.”

Chief Guinard went on to explain their pressing need for storage and reiterated the Department “must legally maintain physical custody of their records so that they may not be changed or manipulated in any way.” He added the space they have is quickly being consumed. One member asked how long he (Chief Guinard) thought he had before he was totally full. Chief Guinard told the members his Department was in compliance with the legal requirements for storing evidence and reports and reported his intention of restoring the second floor space inside their 3-bay garage would solve the problem. “The records would be accessibly on site and secure” he said. Chair Lewis asked about the Statute of Limitations with Chief Guinard reiterating the requirement he keep all records and keep them on site. He noted reports are pulled and reviewed for investigations, gun permit applications and those entering the military. Mr. Zeller noted “this sounds like a crisis” adding “we don’t want to kick that can down the road much longer.” Chair Lewis agreed noting “like we have for the past 5 years.”

Parking Lot Paving

“Again” began Chief Guinard, “you have seen this before.” He went on to explain not only was the project very expensive, “there is grading work needed to keep the water from running towards the building.” Chair Lewis noted the Mater Plan’s recommendation for a Municipal Facilities Complex housing Police, Fire Rescue and Public Works. “This may be why this keeps getting put off” she said.

Central Dispatch Center

“We have discussed this for the last 3 or 4 years” began Chief Guinard. He noted a central dispatch center located at the Police Department would allow for *local* dispatch 24 hours a day/7 days a week for all emergency services. He also noted the significant considerations in an Initial Review of a Combine Dispatch Feasibility report by the Municipal Resources, Inc. that he had attached to the justification page. He noted currently service and emergency calls for police are dispatched through Hillsborough County Sheriff’s Department between the hours of 12:00 a.m. and 8:00 a.m. Monday through Friday and 12:00 a.m. through 8:00 a.m. Saturday through Monday (weekend coverage) and emergency calls for the Fire Department are dispatched through Mutual Aid in Keene.

Chief Guinard touched on several pluses for the center. He noted faster dispatch times, Officers familiar with the residential streets as well as residents and the fiber-optic system that would connect the town buildings “so we would not have to rely on Comcast.” He told the members “the emergency generator at the Police Station will be able to handle situation (like the ice storm of 2008).

Chief Guinard also told the members “it is in our best interest to pursue grants and with Rodney (Bartlett, DWP Director) we have started that process.” It was also noted that relocating the emergency operation center together with the dispatch in the police station would open up opportunities for additional federal grants.

Mr. Kelly asked for and got clarification on several financial points of the proposal. Chair Lewis noted “some sort of chart (for the costs and anticipated revenues) would be helpful.” Mr. Kelly maintained “we have to know what is going to happen to our annual costs. I think the idea is good but we have to have a *really* good reason to do it.” Chair Lewis agreed noting “the Chief

must be able to speak to all matters on this no matter who asks the question.” She added “how he runs things is not our business but this must be defended by Scott, he will have the annual recurring costs and future and actual costs of hiring personnel.” She then looked at the chief and said “thank you for going out and trying to secure grants.”

Ms. MacDonald noted the interoperability of the emergency management systems of the town “can only increase service and is an important consideration.” Chief Guinard briefly reviewed dispatch facts including its location at the Police Station, the fact that the station could/would be open 24 hours a day with a civilian employee being able to take care of matters that would keep the officers out in the community and definitely shorter response times. Mr. Patten noted the current dispatch situation where the dispatchers are not familiar with the town or the residents “is a clear disadvantage.” Chief Lenox explained the path of a 911 call and how at each stage the call can be held up to 90 seconds. Chief Guinard noted “911 calls would still go to Concord but then be sent directly to Peterborough and people who know the town.” He reiterated the search for grants continued with Mr. Throop interjecting “we expect to have some information about some of these grants as early as November.”

Town Administrator Pam Brenner was also present and briefly reviewed the MRI report with the members, specifically the capital costs of current dispatch services and staffing, public safety reporting and dispatch software and equipment. She noted “if we can get through the big nut of \$500,000.00 and make a very clear spreadsheet with *all* the numbers it will show it becomes cost effective.”

Chair Lewis agreed noting the unintended consequences of getting the dispatch center. Mr. Kelly agreed it make good sense to have one center versus multiple ones “I get your point” he said. Ms. MacDonald mentioned the Municipal Facilities Complex and asked “how much of this is mobile (from the Police Department) if we move to a combined facility? Chief Lenox replied “I can say the life of a dispatch center is 10 years” and a brief discussion about technology and integrating the departments.

Ms. Brenner concluded with “to be successful with the grant funds, we need to be able to show the town’s commitment to this and that is why we are bringing the project forward.” She made said that no monies would be expended until the grant funds had been secured.

Fire Department

Refurbish Ambulance

Chief Lenox briefly described the ambulance to be refurbished as a 1997 model with 215,800 miles on it. He described the other two ambulances as being 10 years old with 332,000 miles and 6 years old with 224,000 miles. Chief Lenox told the members “\$60,000.00 is 25% the cost of a new ambulance and should get us another 3to 5 years of service.”

Both Ms. Chollet and Ms. Stanbury asked Chief Lenox to be more specific on “refurbish.” Chief Lenox replied by detailing the engine and body work that would be completed. He noted “door and hinges are worn out; we would replace the weather stripping and door latches and locks” adding “right now we cannot secure the truck.” He went on to note a general bumper to bumper

clean up. He also noted the company (whoever that may be) *must* provide the town with a loaner ambulance while the refurbish is completed. “We need three good running trucks at all times” he said. Ms. Chollet asked if the chief had tried this before with chief Lenox replying “not ambulances but in my former life I did this with fire trucks.”

Chair Lewis asked if the life of the ambulance was shortened at all with the transfer service with Chief Lenox replying “actually their life is shorter with 911 calls and travelling short distances, it is better for them to do long term trips.”

New (Fourth) Ambulance

Chief Lenox noted the importance of acquiring a fourth ambulance to support the 911 and transfer division of EMS. The members reviewed the spreadsheet of funds with Ms. Brenner answering several financial questions about the special revenue fund of the transfer program.

Replacement of SCBA and Radio Equipment

“This would transpire over 5 years” said Chief Lenox adding “in 2004 all the SCBA units were purchased with a grant, 52 of them.” Ms. Stanbury interjected “I remember this from last year; I believe this got cut to \$12,500.00

Replacement of Motorized Equipment

Chief Lenox told the members “we have an aging fleet; the average age is 12 years old now.” He went to note “Engine 2 is 20 years old” and described several “health problems. “I fear it is going to nickel and dime us. I don’t want to be at a call and have a failure” he said. Chair Lewis asked “where do the repair costs come out of? Chief Lenox replied “the operating budget.” When asked what that budget was he replied “about \$60,000.00”

The members then briefly reviewed the mutual aid system that exists in the catchment area with Chief Lenox noting “we pretty much bring in more mutual aid than we give.”

Replacement of 2006 Command Vehicle

Chief Lenox noted he would like to get back on track with replacing vehicles. He reported that in FY 2016 Car 2 would be 10 years old with close to 100,000 mile on it.

Refurbishment of Engine 2

Chair Lewis looked up and said “we talked about this” adding the refurbish process would be generally the same for the engine.

Replacement of Brush/Utility Truck

Chief Lenox briefly described the current brush truck “that has served us well.” He noted he would like to replace the truck with a new 4X4 pick up.

Replacement of Ambulance 1

Chair Lenox reiterated the age of the ambulance. “This ambulance will be 10 years old” he said adding “but we will also see how the ambulance refurbishment program goes.”

Replacement of Station Generator

Chief Lenox noted this project had been pushed out another year “but it is going to need to happen” he said.

Replacement of Fire Alarm Truck

Chief Lenox noted the current fire alarm truck was going to be 15 years old. “It is actually in good shape” he said “but the problem is it only has a 35 foot boom and the telephone poles are getting higher (50 feet).” He went on to say the maintenance for the alarm system was constant and there were three technicians (in house) doing the work.

Refurbishment of Ladder 1

Chief Lenox noted the \$200,000.00 in FY 2019 and told the members “replacement cost is about 1.2 million.” Chair Lewis expressed her concern when she noted “it is a start but the \$100,000.00 a year for the replacement of motorized equipment is not going to do it.” Chief Lenox agreed noting the refurb would extend the life of the Ladder for another 10 years.

Town Clerk

The members welcomed Town Clerk Linda Guyette. Ms. Guyette had just one project proposal which was new voting booths. Ms. Guyette told the members “the current booths are over 50 years old. They are made of heavy wood frame with canvas sides and particle board shelves.” She noted for the past few years many of the booths have fallen apart and are beyond repair. She also noted a possible liability to the town should a voter be injured in one of the booths. When a member asked about the legal requirements for voting booths Ms. Guyette replied “you need 1 booth for every 100 voters for general elections and 1 booth for every 125 voters for state elections. So based on the number of registered voters for a presidential election we need 43 booths.” Mr. Patten asked if the tabletop units counted toward that total number with Ms. Guyette replying “yes.” Chair Lewis asked about the penalty for no privacy booth for voting. Ms. Guyette replied she did not know nor did she care to approach the Attorney General’s Office to inquire.

Ms. MacDonald questions the unit price of \$250.00 each. Ms. Guyette noted the new booths were made of lightweight aluminum where four booths folded into each other for ease of storage. She also reminded the member of a state primary in January of 2014. Ms. Chollet asked how many wooden booths were left with Ms. Guyette replying “not sure, that is why I asked David Croumie to be here but he could not make it.” She invited the members to inspect the booths at any time if they were interested.

The meeting adjourned at 7:15 p.m.

Respectfully submitted,

Laura Norton,
Administrative Assistant