

Capital Improvement Committee Meeting Minutes

For Tuesday December 12, 2017 10:30am, Town Hall

In attendance: Tracy Hall, Ron Smith, Tony Walker, and Town Administrator Peg Dean

1. The meeting was called to order at 11:15am.
2. **Action:** There was a motion from Tracy to approve the minutes from 9-25-17 and 10-10-17 meetings, 2nd by Tony, Tracy Hall – yes, Ron Smith – yes, Tony Walker – yes, minutes approved.
3. **Action:** There was a motion from Tracy to approve the minutes from 12-7-17, 2nd by Tony. Tony mentioned that the Committee discussed the buildings being moved to the Fairgrounds though it wasn't stated in the minutes. Minutes approved without edits; Tracy Hall – yes, Ron Smith – yes, Tony Walker – yes, minutes approved.
4. Tracy Hall was contacted by a Select Board member to let the Committee know that Dan Girard was asked whether he is interested in joining the Committee. He is asking for more information to help better consider the opportunity.
5. The Committee were given the new calendars to include in their notebooks. Recommendations are due to the Select Board and Finance Committee by January 19, 2018.
6. There was discussion of the capital requests. Capital requests have been submitted by Fire, Ambulance, Emergency Management, Police, Highway, and Town Hall. Fire has already been reviewed by the Committee in preparation for meeting with the department head.
7. Continuing the conversation, Ambulance has 2 requests – the Ambulance to be replaced and active shooter packs. There was discussion about why the need for active shooter packs. Tracy mentioned this would cover EMTs and first responders from the Fire Department as well. Although the item falls below the \$5k threshold, Tracy explained that this is being viewed by its full cost to purchase 8 packs at \$1k per pack. An example was given if the Town was to respond to a violent situation how these packs could save lives. There was mention that the power load system is being required by the State, which is driving up the cost of the Ambulance. This power load system will help to decrease workers compensation claims.
8. The Committee would like some questions brought to Dana in advance of their meeting with him.
 - Can Dana provide a history of the maintenance cost of the Ambulance?
 - Can he outline the State requirements for new equipment?
 - How often is the Ambulance being used?Tracy will email Dana to set up a meeting and will provide these initial questions in advance.
9. The Committee discussed Emergency Management Director's requests. He initially proposed an Emergency Operations Center at the Fairgrounds for \$500,000 – this project is now overcome by events. The Parks and Recreation Commission is willing to allow him to use the office in the Exhibit Hall. The needs are now less than \$5k for internet, phone, and fax.
10. The Emergency Management Director's request for a generator was discussed. The request states that if the Broadband Committee puts their hub at Town Hall, it can benefit him. If he has an Emergency Operations Center at the Fairgrounds what power source will he have? Tony mentioned that a propane tank can be purchased for \$2,500 from Kohler.

11. The Emergency Management Director's request for sandbags was discussed.
 - How does he envision them being used?
 - How long would it take to fill 10k bags?
 - Is there sand available if there is a storm?
 - Where will they put them?
12. Highway's requests were discussed. His request for a new truck includes the trade in.
 - Verify that the Freightliner was requested last year, and that it was discussed that postponing the purchase until 2019 would help the Town.
 - What does the cost to replace the 2003 1-Ton dump truck include, will it be stainless steel, and what will happen to the 2003 truck?
13. Regarding the police requests, the Committee have the following questions:
 - Why not have all vehicles in 4-wheel drive?
 - Can some other smaller SUV be considered as a Police vehicle?
14. Schedule next meeting(s) for Tuesday 12-19-17 at 10:30am with whichever appointments are available.
First appointment at 10:45 and 2nd appointment at 11:30.
15. Meeting adjourned at 12:23pm

Respectfully submitted by Peg Dean

Draft minutes until approved by the Capital Improvement Planning Committee

Documents viewed:

Capital Improvement/ Planning Calendar

Questions to Fire Chief Doug Annear regarding his requests

Capital requests for Fire, Ambulance, Emergency Management, Police, Highway