

**Town of Milford**  
**CAPITAL IMPROVEMENT ADVISORY COMMITTEE**  
**MEETING MINUTES**  
**SEPTEMBER 15, 2021**

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**Present:** Peter Basiliere, Chair via Zoom  
Kathy Parenti, Chair Library Trustee via Zoom  
Peggy Seward, Budget Committee via Zoom  
Chris Costantino, Conservation Commission and Library Trustee via Zoom  
Michael Thornton, Member  
Elaine Cohen, Member  
Lincoln Daley, Director of Community Development

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**Meeting Agenda**

1. Introductions
  2. Department Presentations:
    - a. Ambulance Department - Eric Schelberg, Director
    - b. Fire Department - Ken Flaherty, Fire Chief
  3. Other business
  4. Adjournment
  5. Next Meeting: a. September 22, 2021 b. September 29, 2021
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1 **MINUTES**

2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, SEPTEMBER 15, 2021**

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5 **1. CALL TO ORDER**

6  
7 Peter Basiliere, opened the meeting. He stated the first presentation would be from the Ambulance Department.

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10 **2. DEPARTMENT PRESENTATIONS**

11  
12 **a. Ambulance, Eric Schelberg, Director**

13  
14 1. Ambulance Replacement

15 E. Schelberg started saying that for 2023 the request is to purchase/lease a new 3A Ambulance. He gave an  
16 overview of the department's operations and the use of the ambulances. He informed the board about the ages and  
17 mileages of the existing ambulances as well as maintenance work that has been done. There was an ambulance  
18 purchased in 2020. He explained how they alternate the use of the ambulances to keep the usage somewhat equal  
19 and minimize the wear and tear on the vehicles. The objective is to have an ambulance in service for 15 years and  
20 make a replacement every 5 years; therefore, there is a payment every year. The 3A Ambulance is the 24 hour  
21 ambulance.

22 The 2020 is a 16 hour ambulance and the 3B is the back-up. In 2023, the 3B will be traded in. The 3A will then  
23 move into the back-up role, the 2020 will move to the 24 hour role and the 2023 will be the 16 hour. This is the  
24 rotation schedule. He explained the number of calls and mileage on the vehicles. He also stated lately there are  
25 more trips to the Manchester hospitals because of the patient's preference.

26  
27 L. Daley asked what the anticipated volume will be for the future. E. Schelberg explained what the usage was in  
28 2020. He explained his numbers from last year was limited due to COVID. The current volume is increasing now.  
29 The highest volume is between 6 a.m. and 11 p.m.

30  
31 Peter Basiliere asked about the impact of the COVID calls. E. Schelberg explained this is still a situation and is  
32 actually going up, but he feels this will level off at some point. He then explained the use of the of the back-up  
33 ambulance.

34  
35 M. Thornton asked if there is enough trained personnel to staff all 3 vehicles. E. Schelberg feels he may be able to  
36 do this but with a mass casualty the Fire Department and outside sources will be called in.

37  
38 P. Seward asked about mutual aid. E. Schelberg was not sure of the exact number. He also stated staffing is not  
39 where it should be right now and is a problem across the board with all healthcare services.

40  
41 L. Daley asked about what can be done to increase staffing. E. Schelberg stated it is the hourly rate, the training  
42 needed and benefits; the hourly rate is not in line with what local retail is paying. He explained the extensive  
43 training that is required and that is costly.

44  
45 L. Daley asked about the cost to the tax payers for the ambulance. E. Schelberg explained the finances of the  
46 Ambulance Department and how the money is distributed to the town.

47  
48 P. Basiliere asked if this is not approved what will happen. E. Schelberg explained his alternative plans but did  
49 emphasize his concern for level funding with the 5 year plan he previously explained. He also explained the  
50 maintenance required keeping the vehicles going and the cost associated with that. He also pointed out the  
51 importance of keeping vehicles under warranty.

52  
53 M. Thornton asked about purchasing extended warranties. E. Schelberg said he has researched this and found  
54 nobody is interested in extending a warranty for an ambulance.

55  
56 P. Seward asked about the equipment that is needed and asked about what happens to the old equipment. E.  
57 Schelberg stated the equipment can be and is traded in; the equipment has a limited life span of 7-10 years.

58  
59 P. Basiliere asked if there were any further questions. There were none and the presentation ended.  
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1 **MINUTES**

2 **CAPITAL IMPROVEMENT ADVISORY COMMITTEE, SEPTEMBER 15, 2021**

3  
4 **2. DEPARTMENT PRESENTATIONS**

5  
6 **b. Fire Department, Chief Kenneth Flaherty**

7  
8 1. **Rescue 1 /Pumper Replacement**

9 The warrant article for this replacement failed last year. He is hoping the capital reserve fund can be used for this  
10 project. The cost is about 18% higher this year and the order is 10-12 months away all due to COVID. He  
11 explained his reasons for needing this replacement and the limitations of the current vehicle. A new vehicle will  
12 not have the limitations of the current truck. It is an older vehicle that is seen as not having value. A rescue with a  
13 pump will limit the need to use Engine 3. He then went on to explain the costs to replace certain vehicles. He also  
14 explained the equipment on the vehicles and how one vehicle could serve the needs for all this equipment.

15  
16 He asked if the town would be able to put together a fund just for the town's vehicle needs. There was discussion  
17 about this possibility and how it would be beneficial to the Fire Department; instead of a line item but have a  
18 general fund.

19  
20 P. Basiliere stated he is not opposed to the idea and is willing to consider it. There is a need to determine the  
21 preferences of the voters. There was then discussion about line items for vehicles in the town budget.

22 K. Flaherty stated you could put this in the budget from the capital reserve fund.

23 P. Seward said she feels the public will not be in favor of this.

24 K. Flaherty stated just keep it in the budget every year to allow for 7 year replacement.

25 M. Thornton the trend now is to go back to the voters to ask for more money to replace vehicles and the need has  
26 grown because the current vehicles have not been replaced.

27 L. Daley we are playing catch-up; 7 vehicles need to be replaced in the next 8 years which is not going to be  
28 funded and will be seen as not realistic.

29 M. Thornton emphasized if the vehicles are not replaced, they could fail at the greatest time of need.

30 K. Flaherty: Plan is to replace the Rescue 1 this year and then move everything down, and replace the oldest  
31 apparatus in an alternating plan.

32 He talked about the maintenance needed and how old the trucks are and the limitations/safety features missing and  
33 the ages of the equipment. He also explained the use of all the vehicles and the order of how each would be  
34 replaced and what will be used for parts.

35 He went on to again outline the safety features in the current vehicles and safety features that are missing because  
36 of the ages of the vehicles.

37 The oldest apparatus would be replaced and the next oldest would be used as back-up and this would be the cycle  
38 for the vehicles.

39 L. Daley mentioned there is a master plan in place to accommodate the Fire Department with a parcel of land.

40 M. Thornton asked is there a rigorous plan to show the tax payers how the costs are steadily increasing and it  
41 would be beneficial to replace the vehicles instead of the constant maintenance.

42 M. Thornton pointed out there are regulations from the state the town will have no control over. Would it make  
43 more sense to do as what the chief has recommended to make a case to the tax payers based on the potential of the  
44 upcoming problems that could be encountered?

45  
46 Items 2 thru 6 were covered in the previous discussions.

47 2. **Replacement Engine 2**

48  
49 3. **Replacement Engine 3**

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51 4. **Replacement Engine 1**

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53 5. **Replacement Engine 4**

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55 6. **Replace Ladder Truck**

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57 7. **West End Fire Station**

58 \$5M has been allocated but it is difficult to project what the actual costs will be looking ahead to 2030. As stated,  
59 there is a parcel allocated in a master plan. P. Basiliere stated it would be wise to start now researching costs for  
60 equipment, personnel, apparatus, etc.

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3  
4 **2. DEPARTMENT PRESENTATIONS**

5  
6 **b. Fire Department, Chief Kenneth Flaherty**

7  
8 Discussions continued about costs especially going forward and how to project. The chief explained the  
9 construction process for the various trucks and the customization process which is the best way to go instead of a  
10 “cookie cutter truck”. He also mentioned in the past a truck has been rebuilt but it just never worked properly.  
11 The chief again emphasized the need for a consistent cycle for replacement; to make it a rolling expense. He also  
12 stated that the catch up process will continue until this is resolved.

13  
14 P. Seward asked if there is any grant money available. Chief stated there is but there are departments out there  
15 running with vehicles that are even older; therefore, these departments are given money first. There are some  
16 grants, though, the department has received.

17  
18 Chief Flaherty pointed out the department is driven by the requirements of the FDA.

19  
20 L. Daley asked about the need for the West End Fire Station. The Chief said it will be based on the future  
21 development of that area.

22  
23 The Chief explained the current staffing situation and the on-calls as well as the decrease in staffing and the  
24 reasons why. There was question about salary. Chief stated the current hourly rate for the on-calls and the various  
25 certifications and levels. The Chief also said many of the on-call personnel are there because of the job.

26  
27 P. Basiliere noted time is getting late and asked if there was anything more about the capital requests. The Chief  
28 said that all the items are really one part.

29  
30 P. Basiliere said he would like to see the 7 year cycle on the plan. He emphasized, again, thought needs to be given  
31 to the proposed West End Fire Station and equipping it. He noted, as M. Thornton had pointed out, it should be  
32 shown on the Chart. He asked if the Selectman should be advised to create a capital reserve fund to be used to  
33 offset the cost of a new fire station should it become necessary.

34 There was discussion about this and what other states and towns are doing.

35  
36 P. Basiliere asked if there were any more questions or comments for Chief Flaherty. There were none.

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38  
39 **3. OTHER BUSINESS**

40  
41 **a. Minutes**

42 August 25, 2021; L. Daley stated they need to be simplified a bit.

43 August 18, 2021; P. Basiliere asked if there were any changes or corrections. No changes were recommended. Motion to  
44 accept; E. Cohen made a motion to accept and K. Parenti seconded. All were in favor. Minutes were accepted.

45  
46 **b. Next Meeting**

47 September 22, 2021; September 29, 2021.

48  
49 P. Basiliere expects the CIP Advisory Committee’s work will be done by the end of October before a presentation to the  
50 board of Selectman. Discussion continued about work for the upcoming meetings and the departments that will be  
51 presenting. Concerns were expressed about the School Committee.

52 P. Seward asked about the upcoming purchase of radios for the Police Department. L. Daley will research.

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55 **4. ADJOURNMENT**

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57 A motion was made to adjourn and all agreed. Meeting Adjourned.