



**MEETING MINUTES (DRAFT)**  
Thursday, August 30, 2016 5:30 PM  
Milford Police Station  
Meeting Room

**Members present:** Veeral Bharucha, Paul Dargie, Rose Evans, Chris Pank, and Peggy Seward.

**Members Absent:** Matt Lydon, Gil Archambault, Tim Finan

**Staff present:** Lincoln Daley, Community Development Director

**AGENDA**

1. Fire Department Project Request – Jack Kelly
2. Distribution of 8/11 and 8/18 Meeting Minutes
3. Other business
  - a. Next meeting date: September 1, 2016
  - b. Other

P. Dargie convened the meeting at 5:30 PM and proceeded to introduce the members of the CIP Advisory Committee.

**Fire Department Project Requests**

Chief Jack Kelly distributed a spreadsheet that noted both apparatus replacement and building projects scheduled out to 2028. J. Kelly projected the following needs, beginning with an explanation of the proposed upgrades to the existing fire station.

**2017: Upgrades to Station (39 School Street) - \$2,000,000.** J. Kelly presented preliminary downtown station drawings that represented the intent to expand and renovate the downtown station and to maintain the facility as the Town's primary fire department facility. As explained, the expansion utilizes every inch of space on the existing property by adding a 6th bay and adding a second floor. He stated that it has been explained to him that a second floor can be supported with the use of added steel, and that the additional bay will allow for storage of the utility vehicle, generator, bucket truck, and as many other pieces of equipment as possible. The second floor will allow for bunk rooms, bathrooms, office areas, and storage. The current facility, which is 41 years old, has been well documented with poor mechanicals and overall lack of space, function, and efficiency.

Dargie questioned the accuracy of the projected costs if only based on a sketch. He went on to inquire how the Fire Department would present this to the Budget Committee and then voters for consideration based on the limited amount of information. If presented as a warrant article, there is not sufficient information provided. Daley agreed with Dargie and added that a suggested first step would be to seek a warrant article to hire consultant to design a building based on documented needs. Dargie went on to briefly explain that the Town voted down the Warrant Article last year asking \$25,000 to be used towards hiring an architect to design the building.

A general discussion then ensued regarding the preliminary sketch showing the plan and proposed floor layout.

The discussion then turned towards determination of departmental needs and the derivation of the CIP \$2,000,000 request. Kelly responded that the fire station improvements and expansion were based on the preliminary drawing completed internally last year. A per foot cost of \$275 was then applied to arrive at the projected cost. Kelly acknowledged that more information is needed and they are trying to work with a 3<sup>rd</sup> party consultant/architect.

P. Dargie asked if the estimate was enough money, and recommended that the cost be included in the CIP at \$3 million.

**2018: Replace 1989 E One Rescue (Rescue 1) - \$675,000.** As explained by Kelly, Rescue 1 is 27 years old with a 20 year life expectancy, and that by 2018 the vehicle will be 29 years old. The Department's plan is to replace this with a heavy rescue vehicle with an in-line pump.

**2025: 1993 Pierce Saber Engine (Engine 1) - \$700,000.** Kelly explained that the Department proposes to replace the vehicle with another with the same capabilities. The vehicle is in good shape and has approximately 35 thousand miles. In 2025, Engine 1 will be 32 years old and after 25 years the Town loses credit for the ISO rating.

Additional items included in Kelly's spreadsheet included both CIP qualifying items and two vehicles that do not meet the \$75,000 threshold, including 2009 Chevy Tahoe replacement at \$50,000 in 2019; 1999 Ford F350 Brush Truck at \$70,000 in 2020; Engine 2 2006 Pierce Enforcer at \$650,000 in 2021; Engine 3 2006 Pierce Enforcer at \$650,000 in 2023; the Ford F250 Utility Vehicle at \$40,000 in 2024; 2012 HME Spectra Engine 4 in 2027 at \$700,000; and the 2014 HME Spectra Ladder 1 at \$1.2 million in 2034.

Kelly acknowledged that he would that he would need to submit CIP request forms for Pump Engines 2 and 3.

**2027: West End Fire Station - Cost undetermined.** Kelly stated that the construction of the West End Fire Station would not realistically happen for some time. However, if built it would require full-time 24/7 staffing. A general discussion then ensued regarding population projection and growth.

The Committee thanked Kelly for his presentation.

Discussion of the meeting minutes were postponed. No further business was raised.

Motion to adjourn at 6:45pm by Evans and seconded by Bharucha