



MEETING MINUTES
Wednesday, August 5, 2015 6:30 PM
Police Station Community Room

Members present: Gil Archambault, Paul Dargie, Tim Finan, Joe Oneail, and Judy Plant.

Members Excused: Veeral Bharucha

Staff present: Bill Parker, Community Development Director

Also in attendance: Jack Kelly (Fire Chief), Rick Riendeau (Public Works Director), Mark Bender (Town Administrator)

August 5, 2015 Agenda

1. Fire Department Project Requests – Jack Kelly
2. Public Works Department Project Requests – Rick Riendeau and Mark Bender
3. Community Development Office Project Requests – Bill Parker
4. Other Business

Paul Dargie convened the meeting at 6:30 PM noting that Veeral Bharucha was excused.

Fire Department Project Requests:

Chief Jack Kelly distributed a spreadsheet that noted both apparatus replacement and building projects scheduled out to 2027. The spreadsheet reflected his most current thinking and differs somewhat from the project request sheets turned in earlier. J. Kelly projected the following needs, beginning with an explanation on apparatus:

2018: Replace 1989 E One Rescue (Rescue 1) - \$675,000. As explained by Kelly, Rescue 1 is 26 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. Kelly noted that the daytime volunteer firefighters are becoming harder to come by and that within five years he predicts reliance on volunteer firefighter availability will be a big problem that can only be solved by adding full-time staff. Currently, as explained by Kelly, the full-time staffing consists of himself, 2 captains, and an administrative assistant. He was questioned on whether there were problems now, and Kelly stated that vacations and leave. G. Archambault asked if there were paramedics on the force and Kelly responded that there were 13 EMTs and 3 paramedics, and that there was an increase in having to provide medical assistance.

2020: 2006 Pierce Enforcer Engine 2 - \$650,000. J. Kelly noted that in this piece of apparatus will be at the end of its life cycle of 15 years in 2020, as it is now 9 years old. As originally submitted, Engine 1 was set for

replacement in 2016, however due to approximately \$8000 in maintenance this past year the Department's intent is to utilize Engine 1 as a 'reserve' piece that will assist when needed for any major calls.

2017: Upgrades to Station (39 School Street) - \$1,800,000. J. Kelly 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. Kelly stated that the estimate is rough and that additional work will be done over the course of the next year to refine the project. He added that a 'west end' fire station is likely 10-15 years in the future given anticipated growth and development, and that full-time 24/7 staffing will be required. P. Dargie asked if the estimate was enough money, and recommended that the cost be included in the CIP at \$2 million.

Additional items included in J. 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 2020; Engine 3 2006 Pierce Enforcer at \$650,000 in 2022; Ford F250 Utility Vehicle at \$40,000 in 2024; 1993 Pierce Saber Engine 1 at \$700,000 in 2025; the West End Fire Station (cost undetermined) in 2025; 2012 HME Spectra Engine 4 in 2027 at \$700,000; and the 2014 HME Spectra Ladder 1 at \$1.2 million in 2034.

The Committee thanked Kelly for his presentation.

Public Works Department

Public Works Director Rick Riendeau presented a packet of information dated 08/05/15 which provided an overview of the Department. Riendeau gave a brief overview of the seven Public Works departments – Administration, Highway, Transfer Station/Recycling, Cemeteries, Facilities, and Street Lighting. He explained that there are over \$3m worth of assets in equipment and vehicles, \$2.7m of which meets the \$75,000 CIP threshold. He noted that about 45% of the time vehicles are subject to harsh conditions, and that to manage the vehicles more efficiently he has begun a vehicle maintenance program based on a point system developed by the American Public Works Association that utilizes values for age, mileage, and maintenance costs. The system assigns a score in which any vehicle with a score of 24-30 points needs replacement, and if over 30 points the vehicle should be immediately replaced. Riendeau explained that the following capital equipment requests for 2016 have a score over 30:

1. 2000 Sterling Dump Truck with Plows – 44 points
2. 2000 Holder Sidewalk Tractor – 37 points
3. 2001 New Holland Loader Backhoe (Transfer Station) – 51 points.

Riendeau went on to discuss non-vehicle 2016 project requests:

1. Bridges: currently the Town has bridge assets valued at \$16.8m. The engineer's estimate obtained by Public Works estimates \$8.4m needed for bridge repair and replacement over the next 10 years. \$175,000 was provided in the Bridge Fund last year.

2. Road Maintenance Fund: Riendeau noted that the Town has road assets valued at \$86m, and went on to present the comprehensive OCI (Overall Condition Index) that was developed from the Town's Cartegraph program. The OCI lists all roads by street condition based street classification using a scale of 1-100 with a 65 or higher being a reasonable goal. As estimated, using road maintenance funding levels of \$307,000 the Town's OCI would decline from 65 to 56.1 in 5 years. To maintain a 65 OCI the Town should allocate \$1.8m per year for next 6 years for a total of \$10.8m . To raise the OCI from a 64 to 75, the Town should allocate \$9.7m the first year, with \$2.1m allocated each year for the next five years.

A lengthy discussion followed relative to the roads in the worst condition, which classification of roads should be prioritized, the fact that sidewalks, signs, and drainage improvements are not factored in, how best to keep up with the Road Maintenance program and how it should be funded given political considerations. Mark Bender noted that he and Riendeau are looking for a reasonable approach from the CIP Committee on the best route to follow and if a warrant article is proposed how much. Riendeau added that stormwater considerations have to be taken into account, as the OCI describes the surface but does not take into account what is buried. Archambault stated that \$307,000 is just not enough. Riendeau added that Public Works is continually looking at different techniques and treatments that can be used.

Discussion continued as to what is necessary to include in the DPW budget and what could be approved as a warrant article and how it could be sold to the public. Dargie gave the opinion that he would recommend increasing the operating budget to keep things steady over time, perhaps at \$750,000 with a smaller warrant article of maybe \$2m. Bender suggested a larger warrant article and an increased budget. Lydon asked about finding out cost comparisons between warrant articles and increased budget. Dargie asked if other communities have utilized the OCI and Riendeau said he knew of no other communities in the region.

Further discussion ensued and Dargie suggested making the roads in the worst condition a 'catch up project' for the CIP and prioritize the arterials and collectors. Riendeau agreed and Lydon said that the budget should be structured to handle ongoing repair. Bender stated that his preference would be a warrant article to handle the high priority arterials and collectors, and the worst locals and that prevention would cost less in the long run. Dargie said he understood but it could be hard to swallow a \$1m/year warrant article.

The discussion then switched back to bridges, and Riendeau noted that the DOT is now saying 2023 for bridge money. He recommended an ongoing amount of \$175,000/year which would be utilized for design and engineering for the major bridge projects so that they are ready to go when money is available, and to use some of that for ongoing smaller bridge work. Dargie recommended keeping the \$175,000/year in the CIP.

The discussion went back to vehicles, and Riendeau briefly reviewed his anticipated vehicle replacement schedule for 2017 through 2019. Lydon asked if a new loader was needed this next year, and Riendeau replied that both a loader and a sidewalk plow were necessary.

It was asked by the Committee to have Riendeau and Bender come back in two weeks with more specifics on what amount of money should be placed in the CIP for roads.

Community Development Office Project Requests:

Community Development Director Bill Parker presented the following two projects explaining that both had been included in the CIP for several years.

2017: Nashua Street/Ponemah Hill Sidewalk and Signalization - \$665,000. Parker explained that this project was first included in the CIP in 2010 and would complete the construction of a needed sidewalk between Medlyn Monument and Walgreen's, a heavily-used pedestrian corridor. Additionally, signalization of the Nashua Street/Ponemah Hill Road intersection is included, as is a sidewalk connection to the Quarrywood Green condominiums on Ponemah Hill Road. The project has been designed using funds from developers over the past decade and is consistent with past traffic studies, the Town-wide pedestrian connectivity plan, Planning Board discussions and the Master Plan. Parker acknowledged that funding for this has not been supported in the past and that the project had been proposed for 2015 in last year's CIP. However, he felt that pushing the project out to 2017 would allow time to take a fresh look at the original engineering and develop a new estimate for 2017 implementation.

2018: Osgood Road Sidewalk/Bicycle Lane – Phase II - \$700,000. Parker stated that this project was first included in the CIP for funding in 2012, at which time a federal Transportation Enhancement grant had been applied for to cover 80% of the cost of completing Phase II of the sidewalk project, as Phase I was the sidewalk and parking improvements between the Middle School and High School built about 15 years ago. Parker explained that this was the second highest priority sidewalk project promoted by the Planning Board as it would provide a safe link between the schools, Adams Field, and Osgood Pond. Parker further noted that with the planned reclamation of Osgood Pond and the pending receipt of Land and Water Conservation Funds for that project Adams and Osgood Pond will generate more pedestrian traffic. Parker explained that this project has been expanded over the past couple of years to extend the pedestrian link south along Osgood Road to Armory Road, and then along Armory Road to the Rail-Trail. Because of this revised project scope, the need for revised estimates, and possible federal grant opportunities Parker is recommending putting this project in the CIP for 2018.

Additionally, Parker presented the following project request as it currently is not under the purview of any single department but would be a joint multi-department effort:

2018: Brox Community Lands Recreation Fields - \$500,000. This project request is for the development of a recreation/sports field complex within the Brox Community Lands to meet the needs for field space to relieve demand on over utilized existing town fields. As Parker explained, recreation fields have been planned for the Brox Community Lands since 2000, and recent efforts by the Milford Community Athletic Association and updates of master plans include this project. The 2014 Brox gravel removal plans were engineered to facilitate the field development if gravel removal is approved by the Town.

There were no further questions from the Committee.

The next meeting was scheduled for Wednesday, August 19th in the Board of Selectmen's Meeting Room, 6:30 PM. Chairman Dargie adjourned the meeting at 8:35 PM.