Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053

Draft Minutes of the July 5, 2016 Capital Planning Committee Meeting

Committee members present: Sheila Hopkins, John Moore, Hunter Ulf, Scott Woodward
Others present: Arthur Lewin

The committee first met at the Town Garage at 5pm with Art Lewin to discuss the current condition of the Town Garage. The following points and issues were identified during the discussion and tour of the Town Garage:

- No routine or heavy maintenance occurs at the Town Garage. Routine maintenance, such as oil change, is performed at the dealer during the warranty period and thereafter at a service location of the Town's choosing;
- The Town Garage is primarily used for storage of vehicles and equipment;
- The septic tank for the Town Garage may not be on Town-owned property; the committee needs to research whether there is a deeded easement
- The floor drains discharge may not discharge on Town-owned property; the committee needs to research whether there is a deeded easement
- General potential safety issues:
    - There is no fire separation/fire door between storage/maintenance bays and the office;
    - No fire alarm, smoke detectors, sprinklers, etc.
- Building functionality:
    - The history of the building is unknown, but it appears that the ends of the Garage are part of the original structure and that the middle section is newer.
    - Lack of proper ventilation; the committee noted what could be water stains or possible mold around the plumbing ventilation area
    - Posts supporting the structure are rotting out and have been modified over the years to stay viable
    - Snow unloads in front of the doors, but Art added an eave over the entry way to protect people from snow load
    - The bay doors not wide enough for trucks with wings; Art replaces the trim every year
    - The bays not wide enough to put the wings down in winter
    - No separate breakroom (desired, but not necessary)
    - Heating
        - 3 bays, Heat – oil-fired in-slab heat
        - Modine heat for two bays
        - No heat two bays
    - Roof and foundation are in good condition
    - Routine maintenance is not feasible because of:
        - Inoperable floor drains

- No computer to hook into the truck computer system to read maintenance codes
- Trucks are typically taken to New Hampshire Freightliner for maintenance, the Western Star goes to J&B in Colchester

Following the assessment of the Town Garage, the committee moved the meeting to the Town Office building. The meeting was called to order by Sheila Hopkins, at 6:05pm. No public comment was taken as there were no members of the public present.

The committee then discussed the information gathered during the assessment of the Town Garage. The consensus of the committee is that the Town Garage adequately serves the main purpose of vehicle and equipment storage and that there is no projected need to replace the Town Garage in the next 5-7 years. However, the committee also noted that the Town Garage is not optimized in terms of being able to more easily access the bays. There are a number of improvements that should be made to the building and there will be some cost associated with making those changes in the next 5-7 years. The committee will need to specifically identify what those changes are and how much they will cost.

Following the discussion of the Town Garage, the committee discussed the general parameters that will drive the replacement of highway equipment. Scott Woodward outlined a two-step process where the Town should schedule a "hard look" evaluation of the condition of each piece of equipment to determine precisely when the equipment should be replaced. For example, the replacement of a truck might be evaluated at year 7 and replaced in year 7, or if the truck remains in good shape, retains value and the maintenance costs are reasonable, then that the truck could be replaced one or two years later, after the "hard look." Scott Woodward referenced recommendations from the American Public Works Association on the factors that should determine when a piece of equipment should be replaced and these factors should be tracked throughout the life of the equipment. Among those factors are:

- Actual miles or hours
- Age of the equipment
- Salvage value
- Maintenance and operational costs (past and projected)
- Utilization
- Appearance
- Funds availability

The meeting adjourned at 7:25pm. The next committee meeting will be on July 26, 2016 at 6:00pm at the Town Office.

Date drafted: July 9, 2016
Date approved: TBD

Respectfully submitted,

Scott Woodward

Town of Windsor
COLORADO

APPENDIX E

VEHICLE REPLACEMENT POLICY
AND
5-YEAR REPLACEMENT PLAN

2009 BUDGET

Vehicle Replacement Policy ..... E – 1
Vehicle Replacement Schedule 2008 - 2019 ..... E – 5

2009
TOWN OF WINDSOR, COLORADO
DEPARTMENT OF PUBLIC WORKS

VEHICLE REPLACEMENT POLICY

Town of Windsor
2009 Vehicle Replacement Policy

The Town of Windsor has a total of 292 units, 103 are vehicles and equipment, ranging from light duty equipment such as sedans and pickups to heavy duty equipment such as construction equipment, i.e., backhoes, excavators, etc., 189 small equipment units such as lift stations, weed eaters, pumps, generators.

A Replacement policy was developed in July of 1996, revised in 2000 with a 2003 CGFOA Award (Budgeting and Finance Planning). The policy is designed to ensure the timely and efficient replacement of vehicles and equipment, with approval of Fleet Assessment Committee. The Fleet Assessment Committee consists of Director of Public Works, Recreation and Parks, Engineering, Chief of Police and along with the Fleet Manager.

VEHICLE BREAK DOWN BY YEAR

Vehicle Type	1999	2003	2006	2008
Cars/Sedans	2	4	8	1
Police Patrol	12	17	18	18
Light Trucks/Vans	20	28	32	25
Sweepers/Dump/Sewer	8	10	13	13
Const. /Heavy Equip.	8	11	16	16
Mowers, Misc.	15	18	20	21
Trailers, Misc.	3	4	7	9
TOTAL FLEET	68	92	114	103

AVERAGE AGE OF FLEET

The average age of the total fleet for year 2008 and comparisons is as follows:

VEHICLE TYPE	1999	2003	2006	2008
Cars/Sedans	10.0	10.3	7.0	6.9
Police Patrol	3.2	3.7	2.9	3.7
Light Trucks/Vans	7.1	6.8	6.3	3.5
Sweeper/Dump Trks/Sewer	11.7	7.2	4.8	6.6
Construction/Heavy Equip.	1.7	6.4	8.5	5.5
Mowers, Misc.	9.8	5.2	5.2	5.7
Trailers, Misc.	9.0	6.2	6.6	5.6
OVERALL AGE:	**7.3 Years**	**6.6 Years**	**5.9 Years**	**5.4 Years**

REPLACEMENT POLICY

The Town of Windsor Replacement Policy is based on four (4) main factors:

A. Economic life expectancy of each vehicle or piece of Equipment
B. Maintenance and operating cost history
C. Utilization of the vehicle
D. Current and anticipated availability of capital replacement funds.

In addition, the Town of Windsor uses as a total system approach to vehicle or equipment replacement that includes the following criteria:

- Actual mileage/hours
- Vehicle age
- Salvage value
- Maintenance/operation cost (Past and Projected)
- Utilization
- Appearance
- Funds availability

Each of the above criteria is reviewed on an annual basis for each vehicle or piece of equipment.

A. Economic Life Expectancy of each Vehicle or Piece of Equipment

The Main factors of these criteria are:

- Standard life expectancy for each class of vehicle/service type.
- Utilization anticipated.
- Amount of use or change in use anticipated.
- Actual Town experience regarding maintenance and operational costs.

The American Public Works Association recommends the following general replacement guidelines:

Description of Vehicle	APWA Standard Life Cycle	Town of Windsor Average Age
Cars/Sedans	5 Years	6.9
Police Patrol Cars	2-3 Years	3.7
Light Trucks/Vans	6 Years	3.5
Sweeper/Heavy Duty	7-12 Years	6.6
Construction Vehicles	7-12 Years	5.5

If the actual use of the vehicle is different than anticipated, this difference may also affect the standard life of the vehicle. However, the Town does not recommend replacements based of the standard life cycle of a general category of vehicles.

B. Maintenance and Operational Cost

The use of historical cost data, as opposed to estimated cost data, is fundamental in determining the optimum replacement time. The Town maintains effective records of maintenance, repair, and operational costs. An effective preventative maintenance program is essential to prolonging the life expectancy of the vehicle.

C. Utilization of Vehicle/Equipment

Equipment may show low mileage or maintenance costs but are, in actuality, completely worn out. An example would be a Police patrol unit, bucket truck, backhoe and construction equipment, which has a great deal of time idling, and adds to the wear on the engine but, is not reflected in the odometer.

A piece of equipment that reflects normally high miles and is worn out would be the pool units being used to supplement a department/division need for seasonal employees. The pool unit has a limit of $500 for service work and must be o.k. by the Fleet Manager and Department Head for repair.

The other factor in utilization is the amount of downtime a unit experiences due to parts availability. We have discovered that some of the older units, due to age, availability for parts are at times difficult to find. Most parts vendor's only keep current vehicle parts in stock.

D. Funding Availability

The Equipment Maintenance Division only recommends to the Fleet Assessment Committee vehicle replacement on sound reasons; the financial reality of replacement is in each department/division decision.

The last, and sometimes the most important overriding factor is funding availability. If sufficient funds are not available, the life of the vehicle or equipment must be extended, even if the maintenance cost exceeds guidelines and maximum salvage values cannot be realized.

In 2008 a replacement fund that is supplemented by charges for repair, depreciation and etc of fleet equipment and protected by policy to be used for capital replacement funding of the fleet. Also return funds collected from auction sales are utilized in the Vehicle Replacement Fund.

Town Vehicles Up For Replacement by Year

Replacement Year	Unit #	Replacement Cost	Model Year	Make	Model	Priority	Comments
2009							
Department Name: Cemetery 01-432-6240							
61	61 Exmark Lazer Z Mower	$12,500	2002	Exmark	LZ25KC524	Cemetery Dept	Auction this unit in 2009 with NO Replacement
Department Name: Disposal Plant 07-482-6231							
03	03 Chevrolet 3/4 Ton 4x4 Pickup	$23,500	2002	Chevrolet	2500 HD	Dennis Markham	Replace is unit in 2009 with smaller 4x4 pickup.
Department Name: Engineering 01-431-6231							
85	85 Jeep Cherokee Sport 4wd	$27,000	2001	Jeep	Cherokee Sport	Engineering Dept	Replace this unit 2009
Department Name: Parks 01-454-6231							
82	82 Dodge 4x2 Pickup	$18,000	2001	Dodge	1500 ST	CRC Staff	Replace this unit 2009
Department Name: Police 01-421-6231							
19	19 Ford Crown Victoria	$24,000	2004	Ford	Crown Victoria	Byron Kastilahn	Replace this unit 2009
50	50 Ford Explorer Xls 4wd	$24,000	2003	Ford	XLS	Jerry Selzer	Replace this unit 2009
51	51 Ford Explorer Xls 4wd	$24,000	2003	Ford	XLS	Rick Klimek	Replace this unit 2009
53	53 Ford Crown Victoria	$24,000	2004	Ford	Crown Victoria	Ty Powell	Replace this unit 2009
Department Name: Sewer System 07-481-6240							
80	80 Jet-Vac Vaccon Sewer Jet	$126,000	2001	Jet-Vac	L7500	Mark Herrick	Replace this unit 2009
Department Name: Storm Drainage 08-483-6240							
65	65 Massey Ferguson 2 Wheel Drive tractor (Unit 30) to purchase new tractor	$55,000	1998	Massey Ferguson	4253	Streets Dept	Trade in this unit and salvage costs for destroyed
2010							
Department Name: Aquatics 01-452-6240							
96	96 Carolina Skiff 19 ft	$16,500	2002	Carolina	Skiff	Aquatics Dept.	
Department Name: Cemetery 01-432-6240							
28	28 Kawasaki Mule 4wd	$15,000	2002	Kawasaki	3010	Cemetery Dept	
Department Name: Disposal Plant 07-482-6240							
31	31 Ford New Holland Tractor	$32,000	1998	Ford	2120	Sewer Dept	
Department Name: Forestry 01-450-6240							
33	33 Hurricane Wood Chipper	$40,000	2000	Morbark Hurricane	2400	Forestry Dept	
88	88 GMC Spade Truck	$73,000	1996	GMC	3500 HD	Forestry Dept	Due for Replacement but NOT Recommended

Replacement Year	Unit #	Replacement Cost	Model Year	Make	Model	Priority	Comments
Department Name: Parks 01-454-6231							
48	48 Chevrolet 3/4 Ton 4x2 Pickup	$23,500	2002	Chevrolet	2500 HD 2wd	Parks Seasonal	
Department Name: Parks 01-454-6240							
35	35 John Deere Pro-Gator	$22,350	2002	John Deere	2020	Parks Dept	
37	37 GMC 1 Ton Cab W/Dump Box	$40,000	2000	GMC	Sierra K3500	Parks Dept	
73	73 Taylor Trailer	$7,800	2001	Taylor Trailer	EQ-DBF2026	Parks Dept	
87	87 Toro Groundmaster	$83,000	2001	Toro	30581	Parks Dept	
94	94 John Deere Front Deck 72 in mower	$19,000	2004	John Deere	1445 Series II	Parks Dept	
Department Name: Police 01-421-6231							
08	08 Ford Crown Victoria	$21,500	2005	Ford	Crown Victoria	Andrew Stanger	
111	111 Ford Crown Victoria	$21,500	2006	Ford	Crown Victoria	Doug Slocum	
47	47 Ford Crown Victoria	$21,500	2005	Ford	Crown Victoria		
49	49 Ford Explorer XLS 4wd	$23,700	2003	Ford	XLS	Rick Cook	
52	52 Ford Crown Victoria	$21,500	2005	Ford	Crown Victoria	Police Dept	
62	62 Ford Crown Victoria	$21,500	2006	Ford	Crown Victoria	Police Dept	
63	63 Ford Crown Victoria	$21,500	2006	Ford	Crown Victoria	Police Dept	
93	93 Ford Ranger Super Cab 2x4	$17,300	2004	Ford	XLT	Vicki Miller	
Department Name: Police 01-421-6240							
23	23 Solar Mobile Traffic Monitor	$13,000	1999	Solar Mobile Traffic Unit	MSN000388	Police Dept	
Department Name: Recreation 01-451-6231							
91	91 Chevrolet Pickup 3/4 Ton 4x2	$23,500	2003	Chevrolet	C2500 HD	Bobby Warner	
Department Name: Sewer System 07-481-6240							
22	22 John Deer Backhoe/Loader	$76,000	2009	John Deere	310 SJ		Lease exchange 2008
Department Name: Storm Drainage 08-483-6240							
69	69 Ford Tymco Sweeper	$205,000	1997	Ford	CF8000/BAH600	Streets Dept	Due for Replacement in 2009, NOT Recommenc
Department Name: Streets 01-429-6240							
20	20 Sullair Trailered Air Compressor	$12,000	1997	Sullair	160418	Streets Dept	
26	26 John Deere Grader	$157,500	2008	John Deere	670 D	Streets Dept	Lease Exchange 2008
Department Name: Water 06-471-6240							
21	21 John Deere Back-Hoe-Loader	$76,000	2009	John Deere	310 SJ	Public Works Shop	Lease exchange 2008

eplacement ear	Unit #	Replacement Cost	Model Year	Make	Model	Priority	Comments
2011							
epartment Name: Disposal Plant 07-482-6231							
103	103 Chevrolet 4x4 3/4 ton pickup	$23,500	2005	Chevrolet	Silverado 2500	Lann Dorman	
epartment Name: Parks 01-454-6240							
104	104 John Deere Pro-gator 4x4 Utility Vehicle	$26,500	2005	John Deere	2020B	Parks Dept	
epartment Name: Police 01-421-6231							
07	07 Ford Explorer	$23,700	2007	Ford	Explorer XLT	Brent Hogsett	
114	114 Ford Crown Victoria	$21,500	2007	Ford	Crown Victoria Police Int		
56	56 Ford Crown Victoria	$21,500	2006	Ford	Crown Victoria	Tori Young	
57	57 Ford Explorer	$23,700	2007	Ford	Explorer XLT	Robert Ball	
epartment Name: Public Works 01-430-6231							
74	74 Chevrolet Pickup 3/4 Ton 4x4	$24,500	2003	Chevrolet	K2500	Ray Hays	
epartment Name: Streets 01-429-6240							
10	10 International Dump Truck	$185,500	2002	International	4900	Streets Dept	
17	17 Interstate Trailer, Emergency Response	$6,250	1999	Interstate	Tube Utility	Streets Dept	Recommend early replacement due to overloaded payload.
64	64 Wacker Wacker Double Drum Compactor	$13,500	2000	Wacker	RD11V	Streets Dept	
epartment Name: Water 06-471-6240							
42	42 International 4x2 Single Axle Dump	$151,000	1999	International	4900	Streets Dept	
012							
epartment Name: Engineering 01-431-6231							
109	109 GMC 3/4 ton 4x4 extended cab Pickup	$24,750	2006	GMC	K 2500 HD	Gary Harter	
epartment Name: Parks 01-454-6240							
100	100 John Deere 72 inch Front Mower	$20,600	2005	John Deere	1445 series II	Parks Dept	
105	105 John Deere Pro-gator 4x2 Utility Vehicle	$21,750	2003	John Deere	2020A	Parks Dept	
113	113 Walker Riding Mower	$14,250	2006	Walker	MDDGHS	Parks Dept	

Replacement Year	Unit #	Replacement Cost	Model Year	Make	Model	Priority	Comments
Department Name: Police 01-421-6231							
04	04 Ford Explorer	$23,500	2007	Ford	Explorer XLT	Rich Higuera	
58	58 Ford Crown Victoria	$21,500	2007	Ford	Crown Victoria Police Int	John Mullins	
98	98 Ford Explorer XLS 4x4	$23,700	2005	Ford	Explorer XLS	John Michaels	
Department Name: Streets 01-429-6231							
102	102 Chevrolet 4x2 2500HD pickup	$22,500	2005	Chevrolet	C2500 HD	Harold Stromberger	
Department Name: Streets 01-429-6240							
66	66 Maxey Tilt Top Trailer	$4,580	2001	Maxey	DT-10-1(5.2k)E	Streets Dept	
Department Name: Water 06-471-6231							
101	101 Ford F-350 4x4 Pickup W/ utility box	$30,500	2005	Ford	F-350	Paul Sheridan	
92	92 Chevrolet 4X2 3/4 ton Pickup	$25,750	2004	Chevrolet	C2500 HD	Jo Thompson	
2013							
Department Name: Forestry 01-450-6231							
112	112 GMC 3/4 ton 4x4 Pickup	$27,500	2006	GMC	Sierra K 2500 HD	Ken Kawamura	
Department Name: Parks 01-454-6240							
30	30 John Deere 5420 Tractor	$61,130	2002	John Deere	5420	Parks Dept	
Department Name: Storm Drainage 08-483-6240							
89	89 Elgin Eagle Sweeper /Sterling	$235,000	2002	Elgin Eagle Sweeper	F-1312D/ SC8000	Perry Lewis	
Department Name: Streets 01-429-6231							
110	110 Chevrolet 3/4 ton 4x2 Pickup	$23,500	2006	Chevrolet	Silverado C 2500 HD	Rob Winter	
2014							
Department Name: Cemetery 01-432-6240							
116	116 Exmark Z XS Mower	$12,500	2007	Exmark	LSXZ25K0725	Cemetery Dept	
Department Name: CRC 05-490-6240							
108	108 Ford / Starcraft 14 pass. Bus	$48,000	2006	Ford / Starcraft	E-350	Jay Eckhardt	
Department Name: Parks 01-454-6231							
117	117 Ford 3/4 ton 4x2 Pickup	$23,500	2008	Ford	F-250	Parks Dept	
118	118 Ford 3/4 ton 4x2 Pickup	$23,500	2008	Ford	F-250	John Martinez	

Replacement Year	Unit #	Replacement Cost	Model Year	Make	Model	Priority	Comments
Department Name: Parks 01-454-6240							
44	44 JD Mid-Mount Z-Trak Mower	$16,500	2007	John Deere	997 Z Trak	Parks Dept	
Department Name: Public Works 01-430-6231							
05	05 Ford Explorer XLT 4x4	$23,500	2006	Ford	Explorer XLT 4x4	Terry Walker	
Department Name: Public Works 01-430-6240							
95	95 Carson Flat Bed Trailer	$1,650	2004	Carson	SU081	Streets Dept	
Department Name: Recreatiion 01-451-6240							
120	120 Toro Workman 2110	$12,500	2007	Toro	07277	Bobby Warner	
121	121 Toro Workman 2110	$12,500	2007	Toro	07277	Bobby Warner	
122	122 John Deere TX Gator	$9,500	2007	John Deere	TX	Bobby Warner	
Department Name: Water 06-471-6231							
123	123 Ford F-350 1 ton 4x4	$31,500	2007	Ford	F-350 SuperCab	Charwon Walter	
2015							
Department Name: Engineering 01-431-6231							
115	115 Ford Expedition	$23,000	2007	Ford	Expedition XLT 4x4	Engineering Dept	
Department Name: Fleet Management							
09	09 Ford 3/4 ton 4x2 pickup	$24,500	2008	Ford	F-250	Dave Vigil	
Department Name: Forestry 01-450-6240							
107	107 Ford F-550 4x2 Dump Truck	$40,000	2005	Ford	F-550 XL	Blake McGrew	
75	75 International Aerial truck	$162,000	2005	International	4300	Ken Kawamura	
Department Name: Parks 01-454-6231							
14	14 Ford 3/4 ton 4x2 Pickup	$23,500	2008	Ford	F-250	Lee Serna	
55	55 Ford 1/2 ton Cargo Van	$18,500	2008	Ford	E-150	David French	
Department Name: Parks 01-454-6240							
29	29 Hotsy/Trailer	$9,000	2008	Hotsy/Carson Trlr	1260SSG / SU162	Parks Dept	
99	99 Superior Trailer 4 Whl.	$7,300	2005	Superior	2PT7M-T	Parks Dept	
Department Name: Recreation 01-451-6231							
01	01 Chevrolet Passenger Van	$18,500	2008	Chevrolet	Uplander LS	CRC Staff	
Department Name: Sewer System 07-481-6231							
13	13 Ford F-250 3/4 ton 4x4 Utility Pickup	$28,500	2008	Ford	F-250	Mark Herrick	

Replacement Year	Unit #	Replacement Cost	Model Year	Make	Model	Priority	Comments
Department Name: Sewer System 07-481-6240							
40	40 Godwin 6 inch Pump	$26,500	2005	Godwin	CD 150M	Sewer Dept	
Department Name: Streets 01-429-6231							
12	12 Ford 3/4 ton 4x4 pickup	$24,500	2008	Ford	F-250	Streets Dept	
Department Name: Streets 01-429-6240							
77	77 Mirage Cargo Trailer	$5,300	2007	Mirage	M712TA2	Streets Dept	
Department Name: Town Hall 01-457-6232							
119	119 Whisperwatt Generator Trailer	$50,500 Mighty Mover	2005	Whisperwatt/	DCA150USJ	Town Hall Staff	
Department Name: Water 06-471-6240							
60	60 Pace American Water Trailer	$13,500	2003	Pace American	SC 8532TA3	Charwon Walter	
2016							
Department Name: Parks 01-454-6240							
06	06 Mirage single axle Cargo Trailer	$3,500	2008	Mirage	M610SAB	Royce Fagg	
45	45 Ford F-450 XL Super Duty 4x4	$46,000	2006	Ford	F-450	Parks Dept	
Department Name: Parks Construction 01-467-6240							
97	97- Hillsboro Black Trailer	$10,000	2004	Hillsboro	729-TD-BT	Parks Construction	
Department Name: Sewer System 07-481-6240							
86	86 LPF Easement Reel	$30,000	2001	LPF	7100	Sewer Dept	
2017							
Department Name: Disposal Plant 07-482-6240							
106	106 Case IH Tractor MFD	$66,000	2005	Case IH	MXM140	Streets Dept	
Department Name: Parks 01-454-6240							
90	90 Century Mobil Stage	$110,000	2002	Century	MSM3600	Parks Dept	
Department Name: Streets 01-429-6240							
71	71 International Dump Truck	$195,000	2007	International	7600SBA6X4	Streets Dept	

Replacement Year	Unit #	Replacement Cost	Model Year	Make	Model	Priority	Comments
2018							
Department Name: Parks 01-454-6240							
34	34 John Deere 4720 Tractor	$39,000	2008	John Deere	4720		
Department Name: Water 06-471-6240							
43	43 International Tandem Dump	$195,000	2005	International	7600 6x4	Streets Dept	
2019							
Department Name: Streets 01-429-6240							
70	70 International 7400 Dump Truck	$151,000	2006	International	7400	Streets Dept	
2020							
Department Name: Streets 01-429-6240							
124	124 Taillift Forklift	$20,000	2007	Tailift	FG25P-GML	Streets Dept	

Pool Vehicles Still in Fleet

Unit	Description	Department	Year Replaced	Purchase Year	Resale Value	Lifetime To Date Maintenance Cost	Replacement Cost
UNIT # 15	2002 Ford Crown Victoria	CRC 05-490-6231		2002	$1,250	$16,411	$21,500