

**Town of Pomfret
5218 Pomfret Road
North Pomfret, VT 05053**

Draft Minutes of the October 10, 2017 Capital Planning Committee Meeting

Committee members present: John Moore, Scott Woodward, Hunter Ulf
Others present: None

The meeting commenced at 6:00pm.

The committee first considered the FY2019 capital plan and funding request of \$70,000 by the Pomfret-Teago Volunteer Fire Department. The \$70,000 figure represents a request of \$60,000 per year to replace the 2002 engine (engine #2) by FY2027, when the truck will be twenty-five years old, and \$10,000 per year to replace Personal Protective Equipment (PPE), including Self-Contained Breathing Apparatus (SCBA) and turnout or “bunker” gear. After discussion, the committee decided that a recommendation couldn’t be made to the Selectboard to approve the request without having more information about current equipment and future replacement schedules and costs. Similar to replacement of highway equipment, the committee needs to have the following kinds of information:

- Inventory of current equipment
- Maintenance status/condition of current equipment
- Current hours/miles of trucks
- Expected service life of trucks and PPE
 - Note: The recent fire study performed for the Town of Pomfret recommends a service life of thirty years for engines for communities such as ours with volunteer fire departments with low incident responses and mutual aid agreements in place. Based on a thirty-year replacement schedule, engine #1 would need to be replaced in 2023 and engine #2 would need to be replaced in 2032.

The committee also discussed the viability of the North Pomfret station and the potential for regionalization in the future. Concerned raised by committee members include the ability of the fire department to adequately man three attack apparatus, or even two. The high cost of equipment and declining populations in Vermont are driving Vermont towns toward regionalization of services, similar to what is happening with Vermont’s school system.

The committee next discussed the Highway equipment capital plan. The committee decided upon the following recommendations to make to the Selectboard after reviewing information provided to the committee by the Road Foreman.

- Truck #2, scheduled to be replaced in FY2019, should be replaced as scheduled based on the following:
 - While truck #2 and truck #3 have similar miles and hours, the maintenance costs for truck #2 have gone up dramatically over the past two years to over \$13,000 in FY2017

- If the Town waited to replace truck #2 another year, it may end up replacing two trucks in the same year which would put the vehicle reserve in a negative balance
- Truck #2 will not be kept as a spare, but instead will be traded in to put toward the purchase of a new truck in FY2019
 - Based on the amount of vehicle downtime, which averaged two days per year during the winter months, the committee decided it did not make financial sense to spend money for insurance and maintenance for the convenience of a spare, but instead would recommend to the Selectboard to contract for on-call service during the winter where extra help is needed, either because of weather conditions or vehicle downtime
- The committee concurred with the Road Foreman's recommendation on changing the specification of Town dump trucks to a smaller profile truck, but with similar engine and hauling capacity as the current specification (the new specification recommended by the Road Foreman is the Freightliner M2 106, similar to a model purchased by Vershire in 2017 costing approximately \$150,000)
- The committee will recommend a reduction in vehicle reserve fund contributions of about \$23,500 from the FY2018 contribution of \$108,000 based on the change in truck specification and based on funding only half of the anticipated cost of \$372,000 to replace the motor grader in FY2027
 - The committee made the choice in recommendation regarding the motor grader anticipating that by 2027 the Town might consider some outsourcing arrangements and also that it's more fair to taxpayers for current taxpayers to pay half and future taxpayers beyond 2027 to pay the other half of the cost of the grader given the long, twenty-five year service life of the grader.
 - Additionally, material is now being delivered directly to work sites rather than being trucked to the Town Garage and this should reduce wear and tear on the current fleet of dump trucks

The committee next discussed Town building repairs and maintenance, including ADA access to the Town Hall and Town Offices. At the next meeting, the committee will develop a specific list and estimates for capital costs and major maintenance. The committee discussed the possible recommendation to designate a handicap spot by the Town Offices and have an ADA compliant path to the door to alleviate the need to pave the entire parking lot.

- Note: In a subsequent email correspondence, Becky Fielder indicated that there are additional reasons to pave the parking lot at the Town Offices and has requested an estimate from Chase Site Services regarding the costs to pave the parking lot at the Town Offices.

The meeting adjourned at 8:25pm.

Date drafted: October 12, 2017

Date approved: TBD

Respectfully submitted,

Scott Woodward