

**Capital Improvement Plan Committee**  
**Date: Thursday, December 21, 2023**  
**Time: 6:00 p.m.**  
**Location: Henniker Community Center**

**Meeting Minutes**

**Members Present:**

Tia Hooper, Chair; Bill Marko, Vice Chair; Bruce Trivellini; Heidi Aucoin

**Members Excused:** Leon Parker

**Invited Guests Present:** Jim Morse, Fire Chief

**Members of the Public:** Kirk Spofford

*Meeting was called to order at 5:55 p.m.*

**Discussion with Fire Chief Jim Morse, to review Fire Department submission and CIP needs.**

The Fire Chief provide the Committee members with a corrected handout and apologized for the confusion with documents sent. The Chief advised the document distributed was up to date and the calculations are adjusted with 5% inflation from the time the vehicles were purchased.

Bill Marko advised that the Committee did some research and 3%, given the highs and lows of annual inflation data through decades of data, 3% seems to balance the fluctuations throughout history. Chief Morse advised that the City of Concord recently purchased a pumper truck and that purchase cost over a million dollars. A question was asked if the specs for the vehicle purchased were the same as the truck we might purchase. The Chief was unsure of the specs on the vehicle purchased. He noted that the Fire Departments Truck Committee is specking the next truck. The problem is defining a solid number and paying for the vehicle ahead of time to hold the price.

Committee and the Chief began by reviewing the CIP Spreadsheet and fleet of vehicles and replacement times. It was noted that the last vehicle took a year and a half to build and almost two years to delivery.

Bruce Trivellini asked what happens to the old equipment when it is replaced. The Chief advised that the department will trade it, or they might sell it to another department to get a better return. Our last fire truck went to a small department out west. Where the department runs into snags, older engines if they get to be 25 – 30 years old we have trouble getting parts to repair them.

Discussion ensued in reference to the Fire Department's Communications system.

The Chief noted that the department updates a few radios each year through their operating budget.

Bill Marko noted that the Chief would also be meeting with the Energy Committee to discuss a Furnace Upgrade. The Chief noted that the upgrade is anticipated to be over \$10K. The Committee added the capital expense to their larger CIP spreadsheet.

Other Fire and Rescue Building needs were also discussed and noted.

- Replacement of Garage Doors
- Window Replacements
- Generator Replacement

The Fire Chief advised that he is trying to secure a grant to cover the replacement of the generator. The CIP Committee agreed that the items should be added to their larger spreadsheet.

The Fire Chief will submit to the committee the costs associated with each of the needs.

The Fire Chief advised that he did meet with the Town Administrator and they both agreed that putting in \$25K into the reserve would cover the anticipated costs for larger repairs needed. To cover a potential match required for the grant, he noted that \$50K might be needed if they were to replace the garage doors this year.

A question was asked if the Board of Selectmen had been approached to utilize ARPA funds to cover the costs for the generator. The Fire Chief advised he had not approached them yet to use ARPA Funding.

A new roof was put on the Fire Station, cost was around \$46K and the Chief thought it almost depleted the fund. He questioned the balance in the Fire Rescue Building Maintenance Fund that was provided by the Finance Director. Balance remaining in the fund \$42K.

In reviewing the individual equipment listed it was noted that the CIP Committee the past few years had two pieces of equipment grouped together for replacement, due to questions about if they would replace the two individual pieces or try to purchase a tower truck. The Chief advised the Committee that there is a department that has a tower truck that they are planning on replacing in a few years. The truck is in good condition and there is potential to secure the tower truck for \$50K. If this were to occur it would replace the 1997 Heavy Rescue. The Heavy Rescue would then not be replaced in 2030, and it could be removed from the schedule since the equipment housed on the Heavy Rescue would fit on the tower truck. The tower would then need to be replaced in 2040.

It was noted that the CIP The Fire Chief advised that Tank Two will not being replaced in 2027, since the vehicle could go longer. He noted the truck that needs to be replaced first is Pumper 1. The Truck Committee is working on obtaining a solid number. The Chief advised he believes he could get the CIP Committee a solid number by the end of March.

Pumper 1 was moved to 2026. Fire Chief agreed with the move since they will know if they are able to obtain the truck from another department in 2025, if they are unable to secure the vehicle, the Fire Department will need to request to replace Pumper 1 at the 2026 Town Meeting.

The Chief then discussed the ISO rating and requirements to maintain the rating.

Discussion of the future of fire apparatus replacements occurred.

For additional building notes the Chief did advise of mold issues in the Fire Department living quarters. Heidi Aucoin will send the Fire Chief the name of a company he can call to inspect and conduct remediation.

The Committee thanked the Fire Chief for taking time to speak with them.

The Committee then reviewed the needs added to the Fire Rescue Building Fund.

Discussion ensued in reference to the document provided to the Committee with the 5% compounded inflation rate. It was noted that all equipment and vehicles are being calculated at 3% annual inflation and to stay consistent between departments the 3% calculation should be maintained.

Bruce Trivellini made a motion for the CIP Committee to continue calculating the cost of fire vehicle and equipment replacements at the 3% compounded inflation rate. Bill Marko seconded the motion. All were in favor approved unanimously.

**VOTED FOR THE CIP COMMITTEE TO CONTINUE CALCULATING VEHICLE AND EQUIPMENT REPLACEMENTS AT 3%.**

**Approval of CIP Committee Minutes from December 14, 2023.**

Heidi Aucoin made the motion to approve the CIP Committee meeting minutes from December 14, 2023. Bruce Trivellini seconded the motion. All were in favor, approved unanimously.

**Voted to approve the CIP Committee Meeting Minutes from December 14, 2023.**

Tia Hooper made a motion to adjourn. Bruce Trivellini seconded the motion. All were in favor, approved unanimously.

Meeting adjourned at 7:46 p.m.