

MINUTES
PLANNING BOARD
December 1, 2021
Via Zoom and in-person

Present: Deirdre Daley (Chair) – in person, Shawn Talbot (Ex-Officio) – absent, Lou Alvarez - in person, Lou Guarino- in person sat in for Nate Sikkila, Tim Somero- in person, Craig Smeeth- online and sat in for Josh Muhonen, and Jennifer Minckler- in person. Deirdre Daley took roll call attendance.

Selectmen/Chair/Land Use Report: Shawn was absent. Deirdre advised that the Public Hearing for Dean and Martha Bertram ,18 Poor Farm Road, 2 Lot Subdivision Map 8 Lot 15B – Continuation from September 15, 2021 has been postponed until January 19, 2022. Deirdre motioned to approve and Tim Somero seconded. No objections. Motion carries. The Land Use Clerk reminded Lou Guarino of RSMS information session at the Town Office on Friday December 3, 2021 at 9:00am

Minutes of November 3, 2021: Minimal changes were made to the minutes. Motion to accept the minutes as revised by Craig. Lou seconded the motion. The minutes passed unanimously. Motion carries.

Old/New Business: Capital Improvement Plan (CIP) - The Planning Board reviewed and discussed in detail the considerations for Budgeting and Warrant Articles. The Board of Selectman had requested as much information as possible by 12/7/2021. There are outstanding meetings with department and committee heads. The full report is not planned until 2022.

2021 Capital Improvement Program Considerations for Budgeting and Warrant Articles – 12.1.21 Draft

Area/Fund	Recommendation	Notes
Police Cruiser Capital Reserve	2021 annual warrant was \$40,000, recommend same	In 2018 current annual Cruiser Expendable Trust was \$20,000/yr. which would provide for \$100,000 over the 5-year replacement cycle (4 vehicles) when costs have been running approx. \$40K+ each (over \$50K each with light bars, brackets, etc. that are not always transferable). In recent years transitioned to \$40K annual amount and recommend sustaining this level of funding (Fund total \$25K going into 2021)
(New) Police Equipment Expendable Trust	Recommend \$15,000 per year new annual warrant	Recommend starting a new fund. Current police capital reserves are related to cruisers. Trust would be like the Fire Dept Equipment fund. Examples of items that would be relevant to this trust include firearms (15-year recommended replacement cycle starting in 2022, can be as low as about \$200-300 with “trade in”), radios (2025 anticipated replacement, \$36,000), tasers/batteries (~\$600-700 with 10-year lifespan), PPE such as bullet proof vests), infrared/night goggles (\$5000) or thermal sensing equipment (~\$5000) to locate lost or fleeing individuals. Forensic equipment or a phone analyzer can reduce time driving to Nashua, MHT or Portsmouth to have data extracted.
(Amend) Road Warrants to include sidewalks	No changes in annual warrant amount, but amend “Roads Warrant” to include Roads and Sidewalks Warrants	Add sidewalks to the road maintenance warrants. There are few sidewalks in New Ipswich, but they do require maintenance and some expansion as the town changes. Public comment is that safe walking areas/connections between walkable areas are limited. The goal is that this would become a routine part of future road articles.
Highway Department Capital Expendable Equipment Reserves	Increase annual warrant from \$75 K to 95K	Aging equipment needs replacement soon, totaling of \$650,000 (loader is \$150,000 , 550 truck is \$140,000, backhoe ~\$150,000, grader \$200,000). With limited or used equipment purchases over the past few years, replacement cycles are shorter and \$80,000-100,000 lifetime costs with use of equipment leasing schemes. (Fund total ~\$400K going into 2021, w/recent purchase of 350 truck at ~49,000) Additional needs in the next few years will include roadside mower (~\$150,000) and dump truck (plow set up) \$200,000. Estimates on upcoming equipment are \$80-100K saved long term if don’t lease which would pay for a piece of equipment.
Grader (Purchase or lease 5 years and then purchase to	\$200,000 budget or separate non-reserve warrant	Grader is ~\$200,000 and upcoming grader maintenance is a minimum \$50-80K to keep grader working (add supporting info). This is recommended separate from Reserve fund since amount in the fund is limited as prior recommended fund increases were not adopted . CIP

level stagger new equipment costs)		has previously recommended increasing fund \$50,000/yr. (approx. 4 years which would have funded this/similar equipment.		
Fire Equipment Capital Reserve (Truck/Vehicles)	Increase annual warrant from \$50K to 75K	NFPA Standards Recommend Vehicle Replacement every 25-30 years. Costs of \$550,000-750,000 anticipated by 2029, another \$300,000-\$350,000 by 2032. This is one of the best examples of working to minimize tax fluctuations over time by spreading the costs out over time. (Fund total ~\$200K going into 2021)		
		2002 International Rescue Truck (Rescue)	New chassis needed at a minimum in 2025 (\$100,000)	\$300,000
		2004 International Fire Truck (Engine 4)	Replacement cycle \$450,000 in 2029	\$450,000
		2007 Freightliner Fire Truck (Tanker 2)	Remains in service	\$300,000
Fire Dept Capital Expense – Fire Gear Specialty Equipment Dryer	Recommend one time ~\$12,00 to 15,000 warrant or other method?	This does not specifically fit under protective equipment fund. Dryer will allow fire fighters to return to available total quicker after a fire/suit use, suits can take 4 days to dry		
Fire Protection Equipment Capital Reserve Fund	Recommend keep annual warrant amount at \$20,000	Fire suits have approx. 10-year lifespan (\$6,000 per year ongoing rotation to outfit each fire fighter with one suit). Air packs have been hydrotested for the last time according to standards and will need to be replaced starting 2021 (which will cost about \$5000-6000 ea. for 20+ fire fighters, total cost over \$125,000). (Fund total ~\$47.5K going into 2021 prior to this year expenses)		
Additional Warrant Fire Gear	Recommend \$20,000 (recurring 3-year warrant from 2022-2024)	Fire chief is requesting second set of fire protection gear for each fire fighter which would total \$60,000. Recommend considering 1/3 of total number of sets of gear over 3 years to avoid a future single high-cost replacement cycle down the road.		
Building Maintenance Expendable Trust	Ongoing reserve warrant is \$35,000	DPW building phase 3 power update and heating update are upcoming, fire dept portable building maintenance (\$10,000) and painting/exterior maintenance of DPW, old schoolhouse/fire house (~\$10,000/yr. ongoing for paint) (Fund total ~\$334,000 going into 2021, but heat/air ventilation/paint expenses attributed to 2021 may need to be accounted for)		
Pool Maintenance Capital Reserve	\$6,000	Continue funding at current level		

Recreation Capital Reserves	Increase reserves \$12,000	Additional acquisition and development of recreational lands along with related capital equipment. As town has grown, additional recreational space and facilities will be needed, expanding the fund will provide for new
Cemetery Warrant Article	\$75,000 (estimated until engineering plans completed)	Estimates for cemetery engineering and excavation at Central Cemetery. The town only about 1 year capacity for plots, raising the importance of this project. (~10 available sites available, 8-12 historically needed per year). Estimates for availability of 80 cemetery spaces at Center Cemetery if the site is reworked/terraced to reduce drainage and terrain challenges as the situation at South Cemetery resolves. While there is a Cemetery maintenance fund to help build new capacity (replaced by sale of plots) expanded planning for a Columbarium (burial niches for cremation remains/urns) or land may be needed to provide additional cemetery capacity dependent on negotiations with the State. (Fund balance approximately \$164,000 at start of 2021; updates technically should pay for themselves with plot sales, but problems with the dam at South Cemetery mean plots sales for lots previously prepared may not be saleable/may need to be refunded)
(New) Property Revaluation Reserve	\$25,000	This levels the annual payments for town revaluation to smooth the costs over the 5-year state-based cycle. Cycle is 4 years of lower costs, with a significant jump in costs for the 5 th year when full town revaluation actually occurs), this new fund would help reduce cost jumps during revaluation years. Last cycle ended 2019, next revaluation due 2024. (not highest priority)
Emergency and Police Services Communication	TBD (anticipate more info at 12/7 BOS meeting)	Communications equipment will need updating, plans are in development. Some purchases may be dependent on cell tower planning/construction depending on portability and installation costs (some costs may be budgeted over more than one year)

Additional Items for Consideration

Dry Hydrant Testing and Maintenance (equipment in capital warrant, staff time in operating budget)	\$7000 – 10,000 (estimated)	Hydrant testing in 2018 was \$10,000 with 12 hydrants on town property operational and 10 eliminated from list (small or no capacity). This would ensure ongoing testing, unclear if yearly or every other year is best practice. Prior CIP recommended establishing ongoing testing/repairs. Testing equipment is specialized and performance by Fire Dept/contractor is likely the only way testing will be done. Not currently part of annual budgeting (equipment rental or purchase may need consideration)
--	-----------------------------	--

EMS trailer	\$15,000-20,000 one time expenditure	Emergency Management Trailer was heavily used as portable Command Center approximately 10+ years ago and has not been rehabilitated (computers, generator/s, white board, flooring). If the trailer is potentially needed as a command center, then it should be in a state of readiness. The trailer is designated for use by Police, Fire and Emergency management, so it is difficult to determine which budget should be responsible for refurbishing the trailer after the heavy use during the ice storm. To prevent fragmented responsibilities for this resource, it is recommended to reside in Emergency Management be responsible for the trailer and generator maintenance. Generator communication equipment, computers, flooring, white boards
Pool Water Conditioning System	Estimated \$3000 one-time expenditure, not necessarily capital	Water for the pool has high levels of iron that impact infrastructure through staining and equipment longevity (piping/motors). In addition to impacting pool appearance/surface, also bathing facilities/showers.

Other future expenses

Note: Additional structural maintenance for historical sites like old town hall, old fire station, old schoolhouse and steeple maintenance are not included

Note: Police records management updates – hold until 2022-2023 due to reliance on other projects (~\$55,000 + \$4,000 annual service contract) – see 2018 CIP Project 21 for rationale/support based on calls, productivity/paperwork, etc. Some costs may overlap with Emergency Communications item above

Motion to adjourn by Tim Somero. Seconded by Lou Alvarez.

Craig Smeeth left the meeting at 8:45pm

Adjourn at 9:25pm

Respectfully submitted,
Jennifer Minckler
Land Use Administrator