

**City of Rochester CIP Committee**  
Thursday, January 25, 2024  
City Hall Council Chambers  
31 Wakefield Street, Rochester, NH 03867  
*(These minutes were approved on February 8 , 2024)*

**Members Present**

Dave Walker, *Chair*  
Sheila Colson  
Don Hamann  
Dan Fitzpatrick  
Rick Healey  
Peter Bruckner

**Members Absent**

Keith Fitts, *Vice Chair, excused*  
James Hayden, *excused*

Staff: Shanna B. Saunders, *Director of Planning & Development*

(These are the legal minutes of the meeting and are in the format of an overview of the meeting. A recording of the meeting will be on file in the City Clerk's office for reference purposes. They may be copied for a fee.)

---

**I. Call to Order**

The Chair called the meeting to order at 6:00pm.

**II. Roll Call**

Director of Planning and Development, S. Saunders, conducted the roll call.

**III. Communications from the Chair**

There were no communications from the Chair.

**IV. Approval of Minutes**

**A. January 17, 2024**

*A motion was made by Mr. Bruckner to approve the January 17, 2024 minutes and seconded by Mr. Healey. The motion carried unanimously.*

**V. Department Presentations**

**A. Police**

Mr. Gary Boudreau, Chief of Police Department, presented the CIP project requested by the Police Department, located on pages 27-29 and page 33 of the CIP book.

Mr. Boudreau explained the Vehicle Replacement project for the Police Department and provided a spreadsheet of information on current vehicles. Mr. Boudreau stated that this project allows for the Police Department to replace vehicles as the need arises. Mr.

Boudreau stated that the Police Department can typically use their vehicles for approximately 3 ½ years, they require replacement or repair more often than typical vehicles. Mr. Boudreau stated that vehicles ordered in July are not received until January of the following year and take between 6-18 months to be outfitted with the necessary gear. Mr. Boudreau explained the vehicles that will require replacement in the coming fiscal year including 3 frontline vehicles and 1 detective vehicle. Mr. Boudreau reviewed how this project relates to the nine CIP criteria.

Mr. Hamann asked why there is a long delay in vehicle outfitting. Mr. Boudreau replied that timeframes took a significant downfall when the COVID pandemic hit. Mr. Boudreau explained the various complications with outfitting police cruisers.

Mr. Walker asked if models were replaced with like models. Mr. Boudreau responded yes that Ford Police Interceptor and Ford Escapes with all-wheel-drive are used.

Mr. Walker asked the status of repair budget that has been utilized from the previous year. Mr. Boudreau responded that he was unsure of the exact total, but that the total budget is nearly used.

Mr. Walker asked how often vehicle require repairs. Mr. Boudreau stated that as vehicles age, they go down more frequently and that the hard use of the vehicles can vary and require additional maintenance.

Mr. Boudreau reviewed the next project for AED replacements in fifteen frontline vehicles on page 28. Mr. Boudreau explained that the Police Department tries to standardize their AED units with the Fire Department and Frisbee Memorial Hospital and with both of them updating to new units, the Police Department hopes to follow the trend. Mr. Boudreau explained the importance of AED units within frontline vehicles. Mr. Boudreau reviewed how this project relates to the nine CIP criteria.

Mr. Healey asked what is done with the old units. Mr. Boudreau stated that the Department attempts to trade in the older units for credit.

Mr. Walker asked how old the current AED units are. Mr. Boudreau responded that several are over 5 years old.

Mr. Walker asked how many times the AED has been used in the last year. Mr. Boudreau gave a rough estimate.

Mr. Healey asked if AEDs are left in cruisers or taken out at night. Mr. Boudreau stated that assigned gear to officers and their cruiser is brought back in from vehicles at the end of each shift to prevent possible extreme cold and heat damage.

Mr. Boudreau reviewed the project for an Evidence Storage Track System on page 29. Mr. Boudreau provided images to the Committee members of existing shelving, or storage that is original to the building, aged over 20 years. Mr. Boudreau explained the need of an updated evidence storage system. Mr. Boudreau explained the differences in time that items may have to be stored. Mr. Boudreau reviewed how the project relates to the nine CIP criteria and what the consequences could be if the evidence storage system is not updated.

Mr. Bruckner stated that he didn't feel that everything would fit in the new system. Mr. Boudreau stated that everything in inventory would not fit but that overflow storage would be maintained.

Mr. Bruckner asked what percentage of inventory would be covered by the newly proposed tracking system. Mr. Boudreau responded that approximately 70-75% of inventory.

Mr. Bruckner asked if the Police Department was utilizing off-site storage. Mr. Boudreau stated that off-site storage is minimal and at an undisclosed location.

Mr. Bruckner asked how items are inventoried. Mr. Boudreau responded that inventory is tracked through storage and barcoding in an inventory system.

Mr. Boudreau reviewed the project titled "EOC/Dispatch Center Continuation" on page 33. Mr. Boudreau stated that this project is a continuation of a project that was approved in Fiscal 2022 and explained that the plan and purpose of the project was to move the dispatch area to the third floor of the Police Department. Mr. Boudreau explained the status of the project and how the costs have increased over time for the project. Mr. Boudreau explained that funds from the previously approved budget were used for repairs and minor renovations that were required for the increase of officers and need for private spaces. Mr. Boudreau explained the current constraints regarding space for officers. Mr. Boudreau stated that outside funding is being researched. Mr. Boudreau stated that a request for increase may be necessary, pending renovation quotes.

Mr. Walker asked what the previous amount of money was allocated for the original move request. Mr. Boudreau responded that the request was for \$900,000.00.

Mr. Walker asked how much has been expended to date. Mr. Boudreau responded that \$448,000.00 has been used. Mr. Walker stated that he understood that the price of construction has changed since Fiscal year 2022.

Mr. Walker asked if the current requested \$500,000.00 was a final number and Mr. Boudreau stated that until bids can be received for renovations the exact number is unknown.

Mr. Boudreau reviewed the project titled "Replace City Alarm Monitor Panel" this is a separately submitted project not in the book. Mr. Boudreau explained how the monitor is used and what is covered by it and stated that the unit recently failed. Mr. Boudreau reviewed the criteria and explained the importance and requirement of replacing this monitor and consequences of its total failure.

## **B. Fire**

Mr. Dennis Dube, Fire Department Chief, presented the CIP project requested by the Fire Department, located on pages 34-38 of the CIP book.

Mr. Dube explained the information handout that he provided to the CIP members.

Mr. Dube reviewed the project titled "Apparatus Replacement Program" on page 36. Mr. Dube explained the need for funding this project and how the project met the 9 criteria.

Mr. Walker asked about the funding source on the CIP request form. Mr. Dube responded that in review with the Finance Department, that was what he was told to input. Mr. Dube stated that he would verify that he selected the correct funding source with the Finance Department. Mr. Dube explained what apparatus would be replaced and how and where it will be used. Mr. Dube reviewed how the project relates to the nine CIP criteria.

Mr. Walker asked that if station 3 were not approved, would the vehicle still be purchased. Mr. Dube stated that the purchase could be delayed, but that he is unsure of when the station will be completed. Mr. Dube explained the timelines for the request for funding of Station 3.

Mr. Dube reviewed the project titled "Self-Contained Breathing Apparatus (SCBA)" on page 37. Mr. Dube explained the purpose and need of the breathing apparatus for firefighters and stated that the current apparatuses are 10 years old due to a lapse in reliability as aged. Mr. Dube explained that the newly purchased devices would include a lifetime guarantee and tracking technology. Mr. Dube reviewed how the project relates to the nine CIP criteria.

Mr. Healey asked how the apparatuses are refilled. Mr. Dube stated that the refill device is within the station and that additional air tanks are kept on hand in the event that a switch is needed.

Mr. Healey asked how old the refilling equipment was. Mr. Dube responded that the equipment is roughly 2 years old that is monitored and inspected.

Mr. Healey asked if a mobile refilling unit has been considered. Mr. Dube responded that the Fire Department has a mutual aid agreement with the Seacoast Fire Chiefs, and they maintain mobile units in the event they are necessary at alarms.

Mr. Walker requested that Mr. Sullivan, Finance Director, reviews with the CIP Committee Members the different funding sources. Ms. Saunders stated that she would also verify that the bonded items have been labeled correctly.

Mr. Dube reviewed the project titled "Purchase of New Personal Protective Equipment". Mr. Dube explained the types of gear that are considered PPE for the Fire Department.

Mr. Walker asked if any new firefighters were expected this year. Mr. Dube responded no.

Mr. Walker asked if this request would be an additional build up of the funds for the operating budget. Mr. Dube responded yes and that the current year's funds have already been expended about 85%.

Mr. Walker asked how much was left in current fund for equipment. Mr. Dube stated that there is none.

Mr. Dube review the project titled "Replacement of Fire Hose, Hand tools and Assorted... on page 35." Mr. Dube stated that the priority for replacement this coming year is fire houses and nozzles. Mr. Dube explained the status of the current equipment. Mr. Dube reviewed how the project relates to the nine criteria.

Mr. Walker asked if there were any state or federal grants for Fire Departments. Mr. Dube responded that there are many federal grants, but they have increased in difficulty to apply for and get approval within a reasonable amount of time.

Mr. Fitzpatrick stated that he felt that the hose replacement should be part of the O&M budget. Mr. Dube stated that the hose replacement and nozzles would cost an approximate total of \$100,000.00 and stated that the Fire Department's operating and maintenance line item is \$25,000.00 and explained the larger purchases for equipment.

Mr. Dube stated that if further paperwork or information is required from him that he will provide it.

## **VI. Other Business**

Ms. Saunders asked if CIP Committee members had any additional questions regarding the nine criteria and stated that she emailed all members the electronic version of the criteria spreadsheet.

There were no additional questions.

## **VII. Adjournment**

*A motion was made by Mr. Hamann to adjourn the meeting at 7:11pm and seconded by Mr. Fitzpatrick. The motion carried unanimously.*

---

Respectfully submitted,

Jaclyn Millard,  
*Administrative Assistant II*

and

Shanna B. Saunders,  
*Director of Planning & Development*