

TOWN OF AMHERST  
CIP Committee

August 5, 2021

**APPROVED**

1 In attendance: Steve Coughlan - Chair; Beth Kuzsma - Vice Chair; Danielle Pray - Selectman Alternate;  
2 John D'Angelo - Selectman Ex-Officio; Jullie Patterson - Citizen At Large Member; Christy Houpis -  
3 Planning Board Representative; and Amy Facey - SAU.

4  
5 Staff present: Natasha Kypfer - Town Planner.

6  
7 Department Heads present: Mark Reams - Police Chief; and, Matt Conley - Fire Chief.

8  
9 **Chair Steve Coughlan called the meeting to order at 4:04 p.m. +/-.**

10  
11 The group introduced themselves prior to the start of the Police Chief's presentation.

12  
13 Chief Reams explained the three project requests APD submitted: The Police Station renovation, in which  
14 the first stage was completed in 2020, with only the top floor awaiting completion, and with a total line  
15 item request of \$200,000. The two others are both with the Communication Center; the tower replacement  
16 and radio console replacements. The tower replacement is estimated at \$110,000, with half of the funds  
17 anticipated to come from federal grants under communication infrastructure. Two radio consoles are also  
18 in need of replacement and, similarly, are also expected to receive federal grant funding for 50% of their  
19 costs.

20  
21 Vice Chair Beth Kuzsma asked whether the new radio consoles will still be integrated with the schools.  
22 Chief Reams confirmed that they will still be compatible, and that this is something he has been in  
23 communication directly with Adam [Steel, Superintendent of Schools] about.

24  
25 The group re-introduced themselves prior to the start of the Fire Chief's presentation.

26  
27 Chief Conley discussed the new fire truck that was ordered last year, 2020, bought initially to replace the  
28 AFD's 1994 Engine, but was bumped by the 1991 Engine because of it now being 30 years old. The  
29 Chief explained the process by which the department's Truck Committee identifies and narrows down the  
30 options for potential replacements to purchase on the used equipment market. The new engine was  
31 brought from Iowa and is currently at the dealer getting prepared.

32  
33 Chief Conley explained how PPE (personal protective equipment) has a standard of approximately five  
34 years of service, but that because items get torn or worn out throughout the year, it is good to have enough  
35 annual sets.

36  
37 Chief Conley discussed the three NFPA lifelines: portable radios, turnout gear, and the self-contained  
38 breathing apparatus (or "air-pak"). The objective is to cycle thru the shelf life of each of these critical  
39 pieces.

40  
41 In regards to a question concerning radios, Chief Conley stated the AFD has ~40+ total. Previously,  
42 federal grant monies, from approximately 15 years ago, put updated radios in all the vehicles. Currently, a  
43 single radio costs about \$1,400.

44  
45 The committee briefly discussed the status of the Wilkins School (i.e. after the fire sprinkler damage  
46 occurrence); how the library books were saved and treated and the new carpet tile squares that are being  
47 installed.

48

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49 Chair Steve Coughlan looked ahead to the calendar of meetings; the committee was in consensus that  
50 BPAC does not require a stand-alone meeting, but that they can be added to the top of the agenda on the  
51 12th or 26th. Expectations for the remaining meetings were discussed. It was suggested that Christy  
52 Houpis present on behalf of the committee at the presentation to the Planning Board on September 15th,  
53 since he is the PB appointed representative sitting on the Committee. Like last year, a brief narrative  
54 along with the overall spreadsheet, will be presented. The Committee will look to balance out the project  
55 requests so that the tax rate can have consistency year to year.

56

57 The last item of business was approval of minutes from the July 28, 2021, meeting.

58

59 **Beth Kuzsma moved to approve the meeting minutes of July 28, 2021, as presented.**

60 **John D'Angelo seconded.**

61 **Voting: 6-0-1; minutes approved, Christy Houpis abstaining due to missing the previous meeting.**

62

63 Jullie Patterson asked about the make-up of the committee. John D'Angelo responded noting that state  
64 statute provides directive on the composition [RSA 674:5-8] and explained how it is a tool to anticipate  
65 major spending needs; this committee serves an advisory role to help budget with every spending  
66 organization and power within the Town.

67

68 **At 5:00 p.m. +/- Chair Steve Coughlan adjourned the meeting.**

69

70 Respectfully submitted,

71

72 Natasha Kypfer

73 Town Planner

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76

77 Minutes approved: August 12, 2021