



**TOWN OF PAXTON**  
Capital Improvements Planning Committee  
697 Pleasant Street  
Paxton, MA 01612

***Meeting Minutes for Tuesday, March 5<sup>th</sup>, 2019***

Present: Jeff Kent (Chairman)  
Forrest Smith (Vice Chairman)  
Kateri Clute  
Mark Love  
Robert Pelczarski  
Timothy Grinham

Absent: Carol Riches

Additional: Chief Mark Savasta, Paxton Police Department (PPD)  
Sergeant Forrest Thorpe, PPD

1. The meeting was held at the Public Safety Complex, 576 Pleasant Street. Chairman (JK) called the meeting to order at 7:00 PM.
2. The Committee met with Chief Savasta (MS) to discuss his department's FY 20 Capital Request to purchase/lease to own three Ford Police Interceptor Vehicles.
3. MS gave an overview of the PPD Police Vehicle Fleet, highlighting each vehicle's year/model, condition and mileage, and maintenance/repair costs. The current fleet consists of five Town owned<sup>1</sup> and five 5 AMC purchased<sup>2</sup> vehicles:
  - a. 2017 Ford Utility (Car #4)<sup>1</sup>
  - b. 2016 Ford Utility (Car #7)<sup>1</sup>
  - c. 2013 Ford Utility (Car #6)<sup>1</sup>
  - d. 2013 Ford Sedan (Car #2)<sup>1</sup>
  - e. 2011 Ford Taurus (Unmarked/Detectives/Details)<sup>1</sup>
  - f. 2017 Ford Explorer (Unmarked/Chief of Police)<sup>2</sup>
  - g. 2015 Ford Utility (Unmarked/Sergeant)<sup>2</sup>
  - h. 2013 Ford Fusion (Unmarked/Lieutenant)<sup>2</sup>
  - i. 2013 Ford Fusion (Unmarked/Detectives)<sup>2</sup>
  - j. 2011 Ford Crown Victoria (Car #5)<sup>2</sup>

4. MS made the recommendation to purchase/lease to own three 2019 Ford Police Utility AWD vehicles, and trade in/transfer the following vehicles:

- a. 2013 Ford Utility (Car #6); Trade In
- b. 2011 Ford Taurus (Unmarked/Detectives/Details); Trade In
- c. 2013 Ford Fusion (Unmarked/Lieutenant); Trade In
- d. 2011 Ford Crown Victoria (Car #5); Transfer to Animal Control

5. MS provided the committee purchase estimates from Colonial Municipal Group (CMG) and leasing options from Ford Municipal Finance Department. MS discussed and answered questions regarding the following procurement options:

- a. 3 Year Cost to 1 Vehicle per Year:

- (1) 2020 Police Utility AWD (\$34K Base/\$13K Upfitting); \$47K
- (2) 2020 Police Utility AWD (\$34K Base/\$13K Upfitting); \$47K
- (3) 2019 Police Utility AWD (\$30K Base/\$13K Upfitting); \$43K
- (4) TOTAL: \$137K

- b. 1 Year Cost to Purchase/Lease 3 Vehicles:

- (1) 2019 Police Utility AWD (\$29.6K Base/\$9.8 Upfitting<sup>1</sup>); \$39.4K
- (2) 2019 Police Utility AWD \$29.6K Base/\$9.8 Upfitting<sup>1</sup>); \$39.4K
- (3) 2019 Police Utility AWD (\$29.5K Base/\$6.1K Upfitting); \$35.6K
- (4) TOTAL: \$114K
- (5) <sup>1</sup>Radar units (2 each) are not included in upfitting price, and will add approximately \$1133.00 per year (\$3399.00 Total)

6. MS provided the following justification:

- a. Coordinated effort by the PPD to replace vehicle fleet on a predictive schedule/timeline.
- b. 2013 Ford Utility is at the end of its useful life, and the Taurus, & Fusion are not suited for patrolling duties. Repair expenses on the vehicles exceeded (\$11.6K; 2017-2019).
- c. Maximize trade-in values now, at an estimated value of \$18K.
- d. New vehicles will be under factory warranty, which will reduce maintenance cost.
- e. Reduces upfitting costs by maximizing equipment transfer from the trade-in vehicles.
- f. Can purchase the vehicles for \$1.00 at the end of the 3-year lease.
- g. 2019 Police Utility AWD vehicles are \$4.1K less than the 2020 model year.
- h. 3-year cost savings is approximately \$30K (vs 1 vehicle per year).
- i. More reliable and utilitarian fleet, which will reduce the yearly idle hours/mileage per vehicle.
- j. Car # 6 will either be disposed of or transferred to the Animal Control Officer (current vehicle is dead-lined/un-repairable).

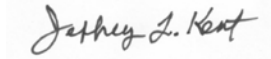
7. JK asked MS if the Capital Request is approved at the ATM, how will this impact the PDD vehicle replacement schedule. MS stated that the next scheduled vehicle purchase will be in FY 21, and it will be a 3-year lease to own and funded by AMC. MS anticipates a biennially replacement cycle for Town owned vehicles, with AMC purchases in the off-cycle year.

8. The committee relocated to the lower level garage to inspect the 2011 Ford Crown Victoria and 2013 Ford Utility. The committee inspected the vehicles and asked questions regarding the functionality, serviceability, and reliability. JK thanked Chief Savasta and Sergeant Thorpe for their time and information provided, and the committee recognized PPD's coordinated effort to replace the vehicle fleet on a predictive schedule/timeline.

9. No voting or recommendations were acted on by the committee. The information gathered during the site visit will be discussed and reviewed in depth when the committee evaluates and prioritizes FY20 Capital Project requests. The CIPC project evaluation phase is scheduled to be completed no later than 31 March, 2019.

10. The Committee had no new business to discuss. Motion (RP) second (TG) to adjourn meeting at 8:41 PM. Unanimous all in favor.

Respectfully submitted by

A handwritten signature in black ink that reads "Jeffrey L. Kent". The signature is written in a cursive, flowing style.

Jeffrey L. Kent  
Chairman