

**Capital Improvements Program Committee (CIP)**

**MINUTES**

August 31, 2021

**APPROVED:** 10/19/21

**AGENDA:** Workshop with Department Heads

**ATTENDING:** Bill Cote (Chair), Joe Lukeman, Don Milbrand, Randall Kelley

**ABSENT:** Steve Favorite (Vice Chair), John Bianchi

**OTHER:** Christina Goodwin (Land Use Manager), Fire Chief Ben Laroche, Police Chief Jim McIntire, Water/Sewer Superintendent Jeff Chartier

Mr. Cote opened the meeting at 5:25 pm with a quorum.

**WORKSHOP:**

*Fire Department - Chief Ben Laroche reviewed the current Worksheet with the Committee:*

- SCBA Air Compressor was removed from current report. Ben asked for the item to be added back to the projects, as it will need to be replaced in the 2025 timeframe, with life term at 15 years and cost to replace \$60,000.
- Radios – The radios were approved, and a down payment was completed in 2021. The three-years of payments move to the debt payments portion of the report; however, the radios should remain under projects as they will have to be replaced or updated over the years. The life term is 10 years with 2031 an estimated timeframe for replacement.
- Forestry Truck – The plan isn't set yet on how this will be replaced or updated. 2016 is the year that the Fire Department took over the truck. It will remain as is for this report until a more updated plan is determined.
- Don Milbrand will update the FD Equipment Reserve Fund and the Ambulance Reserve Fund numbers.
- Ambulance 1 is set to be replaced in 2024 but the amount is in the 2025 column, in error and the cost to replace should be \$300,000 for that year.
- Rescue Unit Truck – No plans yet, but the Fire Department did work on the vehicle and did some research on options. The biggest issue is that any replacement vehicle would need to be placed on hold until there is a newer station because a longer truck can't fit in the station.

*Police Department - Chief James McIntire reviewed the current Worksheet with the Committee:*

- The 2020 cruiser replacement was received in December 2020 but booked in 2021.
- The 2021 cruiser replacement was delayed due to a chip issue and should be received later this year.
- Don Milbrand will update the Police Cruiser Capital Reserve Fund
- As there was some confusion over the cruiser numbers, the Committee agreed to update the cruiser listings to plate #'s. This will make it easier to keep track of as plate numbers transfer with vehicles when they are replaced. Christina will work with Chief and get the changes to Don.

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- Chief asked for Cruiser 8 to be changed to Car 8 as it is the enforcement car used by Land Use mainly, although it is a shared vehicle with the Police Department. It is not a cruiser.
- The Public Safety Building numbers are now listed on the Worksheet, however, Chief raised some concerns over the transition costs during construction that need to be considered. Some alternative ideas include:
  - o Every Officer to have an assigned cruiser to take home, which will become their mobile office
  - o Manufactured storage boxes to be used for storage during the transitional period
  - o Don Milbrand mentioned that it should be considered to add funds to the costs for the building that will cover the 6-9 months transitional period.
- Another priority item is an updated security system including cameras and a video storage plan. It is estimated to cost approximately \$10,000 and can be used for the existing building and transfer to a new building. With law enforcement, the recording must be preserved, downloadable and secured and a system that can't be hacked.

*Water/Sewer Department - Superintendent Jeff Chartier reviewed the current Worksheet with the Committee:*

- Central Street Pump Station project is currently in progress
- Lake Street Extension should be added. There is an Economic Development Grant to offset. Jeff explained that we are trying to do the project in steps over the years, leading up to the Sewer to the Lake. The current plan:
  - o Pump Station – Approximately \$500,000
  - o Lake Street Economic Development Section – Approximately \$6 million
  - o Sewer to the Lake project – Approximately \$16 million, with grants and betterment charges to fund
- Jeff reports that there are projects being funded in 2021 from the Capital Reserves – a new pickup and the Fowler Well will be rejuvenated
- Don Milbrand will update the Capital Reserve numbers
- Jeff discussed the rates, fees, pump stations and challenges during COVID
- Neighborhood meetings are at the Lake on 9/21, 9/22, and 9/23

Christina will invite Mark Bucklin, Highway and Transfer Station Superintendent and Kelley Park to the 9/21/21 meeting.

### **APRIL 20, 2021:**

D. Milbrand made a motion, second by R. Kelley, to approve the minutes as read. The motion carried 4-0.

**COMMUNICATIONS:** None.

### **UNFINISHED / NEW BUSINESS:**

None

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**NEXT MEETING:**

The next meeting will be held on September 21, 2021, at the new time of 5:00pm. The Committee will continue with the new time. The Department Head's will be invited to the October 19 meeting to finalize any changes. The Committee will finalize and approve the Worksheet and Narrative at the October 26 meeting. November 10 is the presentation to the Planning Board. November 18 is the presentation to the Select Board. The Budget Committee is to be determined.

With no other business before the Committee, D. Milbrand made a motion, second by J. Lukeman, to adjourn at 6:47 pm. The motion carried 4-0.

Respectfully submitted,  
Christina Goodwin  
Land Use Manager