

# Capital Improvements Program Committee (CIP)

## MINUTES

September 8, 2022

**APPROVED:** 9/22/22

**AGENDA:** DRAFT WORKSHEET  
NARRATIVE DISCUSSION

**ATTENDING:** Randall Kelley (Chair), Steve Favorite, Joe Lukeman

**ABSENT:** Don Milbrand (Vice Chair) and John Bianchi

**OTHERS:** Christina Goodwin (Land Use Manager)

Chair Randall Kelley opened the meeting at 7:08 pm with a quorum in-person.

### MINUTES:

The minutes of 8/16/2022 and 8/30/2022 were discussed. The Committee members and Ms. Goodwin talked about adding bullets and detail regarding changes to the CIP worksheet and the updates recommended. This format was discussed for these and future minutes to help with drafting final 2023 document and narrative. The minutes will be reviewed for approval at the next meeting.

### NEW BUSINESS:

#### DRAFT WORKSHEET AND NARRATIVE DISCUSSION

Mr. Kelley asked about the listed items for the drafted worksheet and narrative discussion. He asked if there were notes made for the narrative.

Ms. Goodwin stated no changes were made to narrative yet, however, she suggested members look at this 2022 narrative for any changes they would like. Mr. Lukeman is working on this for 2023 and it will be presented at the next meeting.

Ms. Goodwin reviewed the proposed changes from the last two (2) meetings on the worksheet with the members and the additional changes suggested by Mr. Milbrand citing his explanations and questions. The following bold items represent Mr. Milbrand's changes:

- **Extended columns from 2033 to 2045 to include all debt service commitments and the Public Safety Building** – The Committee consensus indicated that these changes made sense but some wondered if it would be shown on the report due to column format or just be referenced for internal viewing
- **Changed costs to Police Department vehicles a little more aggressively than suggested** - Mr. Lukeman stated that adjustments made more sense and appeared more realistic. Others agreed.
- **Should talk to Police Chief about the seven (7) vehicles and replacement schedule as this would make it more than one (1) replaced per year.** - Ms. Goodwin suggested that Police Chief

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### DRAFT WORKSHEET AND NARRATIVE DISCUSSION continued

could be asked to come to next meeting to address this. Mr. Lukeman suggested they move to a 7 year schedule instead of 6 year. Ms. Goodwin will talk with Chief McIntire and Mr. Milbrand.

- **Changed the Forestry Truck to the Pick-Up Utility Truck (line 42)**
- **Added a line in the Highway Department for the Roll-Off Truck with explanation of shared use with Sewer Department and offsetting revenues from Sewer Department for shared purchase**
  - Mr. Kelley asked for clarification of revenue from Sewer Department. Ms. Goodwin explained that the truck would be listed under Highway, and normally the offset money would come from Sewer Enterprise Account to the General Fund. Mr. Lukeman asked for clarification stating his understanding was this was the proposed truck to be used to remove the sewer sludge out and it would be used to haul some of the refuse from the Transfer Station. He stated that they were asked to give a cost justification for this purchase, which Mr. Lukeman would like to see outlined. He also asked if they had discussed this proposal with the Town's insurance carrier. There was also concern for follow up on whether drivers would need certification. Ms. Goodwin will talk Mr. Chartier and Mr. Bucklin to let them know what the committee is requesting. Mr. Lukeman stated this information should also go in the narrative.
- **The Public Safety Building will be added to the Debt Service.** - Ms. Goodwin stated this was lines 70 and 71 principal and interest. Mr. Lukeman asked when this bond term would be finished. Ms. Goodwin talked about when first payment would take place regardless of status of construction and then updated the Committee on status of construction and anticipated start time frames.
- **Asked for a Highway Update on Paving** - Ms. Goodwin stated that she had given that information to Mr. Milbrand, but will update him just in case it was missed.

Ms. Goodwin asked to go over the changes agreed to in past meetings:

- Line 16 – Capital Reserve fund was increased by \$10,000 each year.
- Line 18 - Mr. Bucklin has asked for a replacement cost to be \$190,000
- Line 34 – Sidewalk Plow replacement 2023 – Mr. Bucklin asked to update this due to lease expiring in November 2023. Ms. Goodwin asked Mr. Bucklin to check into the possibility of a following with 1 month more in 2023 and then Mr. Bucklin could look to replace in January 2024. There was discussion regarding lease payments vs. total purchase price for replacement. Leasing was still considered good option. The 2024 entry was correct for lease and attachments.
- Line 37 - Mr. Bucklin has not yet shared the cost of Doors for Salt Shed
- Line 38 – was to remain the same at \$300,000

Mr. Lukeman asked if the \$130,000 amount in line 20, for 2023 replacement of Dump Truck would be enough given the market. He asked about the status of Capital Reserve Fund. Ms. Goodwin updated the Committee about current amount as \$181,000 in the fund. After discussion and review of the addition of \$10,000 in next few years already decided, it was determined those changes would make the amount sufficient.

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### DRAFT WORKSHEET AND NARRATIVE DISCUSSION continued

Ms. Goodwin continued to review the changes:

- Line 6 - Police Cruiser Capital Reserve showed updates with increase to \$54,000 in 2023 and 2024 and to \$56,000 in 2025 and 2026
- Line 7 – Security System was removed
- Line 11 (now) Line 10 – Cruiser 514-4 current year 2022 and replacement year 2028 with replacement cost at \$56,000
- Line 13 – add life expectancy of this vehicle (canine unit) to 2024 with a replacement cost of \$56,000 but this still reads \$54,000 – Ms. Goodwin will update Mr. Milbrand.

There was additional discussion about the life expectancy discussed with Chief McIntire to be sure of his intention with this vehicle and make sure changes that apply to 514-1 and the canine unit are noted in correct lines. There was additional discussion regarding the Fusion. Ms. Goodwin will check with Chief McIntire to clarify line changes.

Ms. Goodwin stated that Mr. Milbrand has sent a spreadsheet to the Fire Chief to review the amount being placed in the Capital Reserve Funds to determine if there needs to be an increase. There was some discussion about the cost anticipated for Ladder Truck replacement and whether there is necessity for this in Bristol. Mr. Lukeman was concerned that the cost may preclude small town affordability so this might need to be addressed as a choice in the future especially with funding the Reserve Fund to replace trucks. Ms. Goodwin stated that the Chief did offer possible alternatives with combining reserve funds with loans or with overhauls rather than new purchases, in an attempt to extend the life of the vehicle. Mr. Lukeman's concern was that inflation and pricing may leave the town underfunded. He stated that once the new numbers are received from the Chief this should be addressed. Ms. Goodwin suggested that these concerns should be included in the narrative.

Ms. Goodwin commented that Mr. Milbrand had another note asking for numbers for Kelley Park. Ms. Goodwin asked the Committee to confirm that last year they decided not to include this unless Kelley Park Committee came up with a more definitive plan. This was confirmed and they reiterated the need for a Kelley Park Master Plan.

### OTHER:

**Web Page:** Ms. Goodwin shared the updates to the Committee's web page on the Town Website. She reviewed where to access the agendas and the other information including the posting of new introduction, membership, and the revised schedule for 2022 meetings. Ms. Goodwin reviewed the revised schedule and the upcoming Planning Board, Select Board, and Budget Committee presentation dates and process.

**Staff Update:** Ms. Goodwin updated the Committee about the positions in the Land Use Office. She said the new Land Use Administrative Assistant will start September 19, 2022 and that Mrs. DeStefano will help with training. The Land Use Associate (minute taker) and Shared Administrative Assistant (between Assessing and Highway) positions have been filled and are working great. The Land Use Manager/Assessing and Land Use/Health Officer position are still open.

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**Revaluation Discussion:** Mr. Lukeman asked about the revaluation of Town properties and when this will happen again. Ms. Goodwin stated it was scheduled for 2025 and went over the annual assessing process and ratios. There was some discussion of current ratios and the current comparable sales and market impacts.

**COMMUNICATIONS:** None

**NEXT MEETING:** The next meeting is scheduled for September 22, 2022, at 7:00 pm.

**ADJOURNMENT:** With no other business, Mr. Favorite motioned to adjourn. Mr. Lukeman seconded. The motion carried 3-0-0 and the meeting adjourned at 8:26 pm

Respectfully submitted,  
Janet Cote  
Land Use Associate