

**Capital Improvements Program Committee (CIP)**

**MINUTES**

August 18, 2020

**APPROVED: Approved 9-22-20**

**AGENDA:** Workshop – Department Head Worksheets

**ATTENDING:** Bill Cote (Chair), Steve Favorite (Vice Chair), Joe Lukeman, Don Milbrand

**ABSENT:** Evan Hickey, John Bianchi

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

Mr. Cote opened the meeting at 7:00 pm stating that there is an emergency order issued by the Governor that allows for meetings to be held in combination of in-person and electronically due to the pandemic. Members are attending via video and in-person. The meeting is open to the public via those same options. The meeting continued by roll-call vote 3-0. There were no members of the public present.

**MINUTES OF NOVEMBER 5, 2019:** Ms. Goodwin reported that the Committee can review and approve the minutes. According to legal, there is no requirement to have a quorum of the meeting in question to approve. Mr. Cote motioned to approve the minutes of November 11, 2019 as written, Mr. Favorite second.

Mr. Milbrand joined the meeting.

The motion carried by roll-call vote 4-0.

**MINUTES OF APRIL 28, 2020:** Mr. Milbrand motioned to approve the minutes of April 28, 2020 as written, Mr. Cote second. The motion carried by roll-call vote 4-0.

**WORKSHOP:**

The Committee reviewed the worksheets updated by Mr. Cote based upon input by the Department Heads.

Mr. Lukeman inquired on the Highway Department spreadsheet. He asked why the ¾-ton pick-up replacement cost is listed as \$65,000, but the planned expense is \$55,000. Mr. Favorite reported that the replacement cost went down for 2021. Mr. Cote will check with the Superintendent to determine which cost is more accurate. The second question from Mr. Lukeman was to remove note #4 from the spreadsheet. Mr. Cote will remove.

On the Police Department spreadsheet, Mr. Lukeman inquired on why the vehicle expected life terms varied. Mr. Cote stated that this was the solution to having two (2) vehicles replaced in one (1) year. It was also noted that some of the vehicles were not getting the same amount of mileage as other vehicles. Mr. Lukeman thought there should be a note that stated that the expected life of vehicles is based upon the mileage of each vehicle. Mr. Cote will add as note #4. Mr. Milbrand

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commented that the Town car should be taken off the worksheet for the Police. Ms. Goodwin advised that the Town car should remain under the Police Department as it was purchased with enforcement funds and recommended that the Committee consider changing the title to enforcement vehicle. Mr. Cote reported that the Safety Complex has been added to both spreadsheets, Police and Fire, as a 50/50 shared cost.

Mr. Lukeman inquired on the transition of the forestry vehicle under the Fire Department. Mr. Cote stated that the Fire Department took an older Highway vehicle and it isn't working out as planned. Fire is hoping to take the rescue truck and convert to forestry instead. Mr. Milbrand stated that they are spending more in maintenance than anticipated, especially in relation to the former Kaiser vehicle. Mr. Milbrand inquired on all the other equipment listed, such as radios, tools, etc and a discussion that he had with the Chief to put these items into amortization for all equipment. Mr. Milbrand will work the numbers for the next meeting.

Mr. Lukeman inquired on the status under the Water/Sewer Department note #3 and the sewer to the lake project. Mr. Cote stated that the Central Street project is part of the sewer to the lake project, however, if that project doesn't go through then Central Street has to be done regardless. Mr. Milbrand stated that the Select Board is waiting for one (1) more grant to come in for the sewer to lake project.

Ms. Goodwin pointed out a typo under Water / Sewer for replacement year.

Mr. Cote pointed out that under the Highway garage, they actually built two (1) bathrooms instead of one (1) for \$40,000. The article was for \$45,200.

Mr. Cote will make the updates for the next meeting.

**COMMUNICATIONS:** None.

**OLD BUSINESS:** None

#### **NEW BUSINESS:**

Ms. Goodwin will send the Code of Ethics and Volunteer Waiver forms via email for Committee members to review.

**MEETING SCHEDULE:** The Committee reviewed the previously set meeting schedule - September 15, October 20 and October 27. The Committee will meet with the Planning Board on December 9 and then with the Select Board and the Budget Committee after that. Mr. Lukeman reminded the Committee that he is away beginning November 28.

**NEXT MEETING:** Tuesday, September 15, 2020 at 7:00 p.m.

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With no other business before the Committee, Mr. Cote made a motion, second by Mr. Lukeman, to adjourn at 7:41pm. Motion carried by roll-call vote 4-0.

Respectfully submitted,  
Christina Goodwin  
Land Use Manager