

**Capital Improvements Program Committee (CIP)**

**MINUTES**

October 20, 2020

**APPROVED: 10/27/20**

**AGENDA:** Workshop – Department Head Worksheets

**ATTENDING:** Bill Cote (Chair), Steve Favorite (Vice Chair), Joe Lukeman, John Bianchi

**ABSENT:** Don Milbrand, Evan Hickey

**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 and the meeting is open to the public via those same options. The meeting continued by roll-call vote 4-0. There were no members of the public present.

**MINUTES OF SEPTEMBER 22, 2020:** The minutes of September 22, 2020 were reviewed. S. Favorite motioned to approve the minutes as written, J. Lukeman second. The motion carried by roll-call vote 4-0.

**WORKSHOP:**

*Meeting Schedule:*

Mr. Cote feels that the Committee may need one more meeting. The Committee reviewed the schedule:

- Next meeting is October 27 in Meeting Room A.
- Planning Board is November 18
- Select Board is November 19
- Budget Committee is November 24

The Committee added a meeting on Monday, November 2 to finalize the report.

*Questions on Report:*

The Committee reviewed the report and suggestions for the narrative:

- Mr. Lukeman verified that CIP is recommending two (2) cruisers. CIP is only submitting one (1) per year.
- Mr. Lukeman inquired on what the \$80,000 for the Transfer Station Improvements stands for? Ms. Goodwin thought it was for the baler. Discussions followed regarding if the dollar amount was enough due to location for storing cardboard. Mr. Lukeman felt that a baler will cost more than \$80,000.
- Mr. Lukeman inquired on the narrative part for the salt shed. Mr. Cote felt that the installation would be to keep the salt out of the weather and the need for additional

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space. Mr. Lukeman would like the Committee to consider some constructive wording for the narrative.

- Mr. Cote was concerned that there wasn't information on the Kelley Park Master Plan for the narrative.
- Mr. Lukeman inquired about the radios. The expense is \$10,000 this year and then \$30,000 each year after for a total of \$100,000. Is Fire still going to purchase Kenwood radios? Are there still 34 portable radios and 12 mobile radios being replaced over a four (4) year period? Mr. Lukeman asked if he should take the brand name out of the narrative? Mr. Cote will follow up with the Fire Chief.
- Mr. Lukeman inquired on a line for the Town maintenance as it is no longer in the spreadsheet. Mr. Favorite pointed out that is it under the line for Town Building Maintenance. Ms. Goodwin reported that the boiler and the chimney liner is being replaced at the Historic Town Hall. CIP was concerned that the report doesn't show any additional funding in the plan and felt that there should be funds added here every year.
- Mr. Lukeman inquired on the \$200,000 offsetting revenue in the Public Works Department. Discussion ensued on how this number was calculated and there was concern that the number may not be accurate.
- Mr. Lukeman pointed out an error on line 68 "Total Offsetting Revenues" where it states that the number is from line 108. Line 108 is blank, but the Committee believes it should be line 103.

Mr. Cote will reach out to Don Milbrand to discuss answer for these items for the next meeting.

Ms. Goodwin inquired if CIP should be adding the Assessing Revaluation Capital Reserve Funding into the plan. The Committee thinks that might be a good idea to consider.

Ms. Goodwin inquired if CIP should be adding the Master Plan funding into the plan. There is a concern that the funding keeps getting cut out of the budget and there is a requirement that the Master Plan gets redone within a certain time frame.

**COMMUNICATIONS:** None.

**OLD BUSINESS / NEW BUSINESS:** No additional items

**NEXT MEETING:** Tuesday, October 27, 2020 at 7:00 pm.

With no other business before the Committee, J. Bianchi made a motion, second by J. Lukeman, to adjourn at 7:58 pm. The motion carried by roll-call vote 4-0.

Respectfully submitted,  
Christina Goodwin  
Land Use Manager