

**Capital Improvements Program Committee (CIP)**

**MINUTES**

October 27, 2020

**APPROVED: 11/2/20**

**AGENDA:** Workshop – Review of CIP Spreadsheets

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

**ABSENT:** 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 OCTOBER 27, 2020:** The minutes of October 27, 2020 were reviewed. S. Favorite motioned to approve the minutes as written, J. Bianchi second. The motion carried by roll-call vote 4-0.

**WORKSHOP:**

*Meeting Schedule:*

The Committee reviewed the meeting schedule:

- Next meeting is Monday, November 2, 2020
- Planning Board is November 18 @ 7:00 pm
- Select Board is November 19 @ 5:30 pm
- Budget Committee is November 24 @ 6:00 pm

*Questions on Narrative:*

Mr. Lukeman presented a draft narrative to the Committee.

- Mr. Lukeman pointed out the title needs to be updated to 2021
- The Committee reviewed the Transfer Station Improvements, discussing the bailer options. There was still a concern that the \$80,000 wouldn't be enough. There is a compactor, skid steer and building over the stored cardboard. Mr. Lukeman will update the narrative to combine the bailer and bobcat to the Transfer Station Improvements and move the Salt Shed. After further discussion, the Committee agreed to leave the entry at \$80,000.
- The Committee reviewed the Fire Department radio entries and the entries will remain the same.

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- The Committee agreed that the Town General Government Parks was done okay but would like to have a more detailed 5-year plan narrative.
- Under Public Works Reserve Fund, the entry references the 3/4 -ton pick-up. Mr. Milbrand offered feedback about the fund being used to save toward purchases. The vehicle information will be removed.
- Under Public Works, the ¾-ton pick-up was replaced earlier than planned. The truck was due to be replaced in 2021 but was replaced in 2020 because of its condition at a reduced cost of \$50,500 versus an expected cost of \$65,000. Mr. Lukeman will update.
- Under Public Works, the front-end loader was replaced last year so this can be removed.
- Mr. Favorite's inquired if Highway is considering selling the grader. Mr. Milbrand stated that they are not and are planning to run it until it quits. Mr. Cote asked about the rubber tire excavator as it shows that this will take over the functions of the grader. Mr. Lukeman will update the grader entry.
- The Committee reviewed the rubber tire excavator and will reach out to Mark Bucklin for clarification.
- Ms. Goodwin recommended removing the page 2 title and offered assistance with formatting when the narrative is complete.

#### *Other:*

The Committee reviewed the inquiry about adding the Assessing Revaluation Reserve Fund to the CIP Plan. Mr. Milbrand inquired if this would be considered a capital project. Ms. Goodwin stated that the Town Revaluation does have to be completed once every 5-years. Mr. Milbrand feels that this is a working expense rather than a capital expense. The Committee agreed and will not add this to the Plan.

The Committee reviewed the inquiry about adding the Master Plan funding to the CIP Plan. Again, this is more of a working expense rather than a capital expense, therefore, the Committee agreed that this will not be added to the Plan.

#### *Questions on the Worksheet:*

The Committee reviewed the worksheet questions from the previous meeting:

- Line 97 Public Works Equipment Reserve – There was discussion about the number from the last meeting. Mr. Milbrand reported that the number was wrong. Mr. Milbrand will update the report. Line 17 is what is added to the Fund and Line 97 is what is spent from the Fund.
- Line 61 – Building Maintenance Reserve Fund – The Committee questioned about not having any money added in the fund for 2021. Mr. Milbrand advised that the Town had to replace the furnace and chimney liner at the Historic Town Hall in the amount of \$13,000 this year. The Committee will add this amount to the Worksheet to replenish the fund. Mr. Lukeman will update the narrative.

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- Line 68 – Mr. Milbrand will correct the reference “from line 108” to “from line 103”
- Mr. Lukeman advised that items that were recommended to be purchased were changed to priority 1 in the narrative. These items were previously priority 4 or 7. Mr. Cote agreed with this change. Mr. Milbrand will leave the worksheet as is with the priorities.
- The Committee discussed the rescue truck and will mark it as deferred until a final decision is made by the Fire Department.
- Mr. Lukeman asked about Line 30 and Line 31 and the notation “(new item)”. The Committee felt it would be clearer to change the wording. It will be updated to “(Proposed Item)”.
- Mr. Milbrand asked if there was an estimated price for the Vibratory roller. Mr. Lukeman thought that it was \$25,000 with the trailer. This number will be added to the worksheet.
- Ms. Goodwin asked about the new valuation amount for the worksheet and she will provide to Mr. Milbrand as soon as it is ready.

**COMMUNICATIONS:** None.

**OLD BUSINESS / NEW BUSINESS:** All items were discussed under the Workshop.

**NEXT MEETING:** Monday, November 2, 2020 at 7:00 pm.

With no other business before the Committee, J. Bianchi made a motion, second by S. Favorite, to adjourn at 8:11 pm. The motion carried by roll-call vote 4-0.

Respectfully submitted,  
Christina Goodwin  
Land Use Manager