

Capital Improvements Program Committee (CIP)

MINUTES

September 28, 2021

APPROVED: 10/19/21

AGENDA: Workshop – Review of 2022 CIP Spreadsheet

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

ABSENT: None

OTHER: Christina Goodwin (Land Use Manager)

The meeting opened at 5:10 pm with a quorum.

MINUTES:

The minutes were not in the packets in error, so both August 31 and September 21 were moved to the next meeting for review.

WORKSHOP:

2022 CIP Worksheet Review: Ms. Goodwin reported that the copy before the Committee isn't the updated version, but it will be ready for the next meeting.

The Committee reviewed the proposed changes thus far for the 2022 spreadsheet:

- Police
 - Sedan – Enforcement – This is a police vehicle that is used for enforcement by the Land Use Office. The vehicle needs repairs that the Town is anticipating having done in 2021.
 - Update the Reserve Fund
 - Mr. Milbrand added the Police Detail Fund to the report
 - Mr. Milbrand also pointed out that the 2021 cruiser has not been paid out of the Cruiser Fund yet
 - License Plates instead of Cruiser numbers
 - Add security camera system with an estimated cost of \$10K, if the new building is not approved
 - Consider adding 6-9 months of transition costs to the Public Safety Building costs – may include storage, additional cruiser, mobile or field office
- Public Works
 - Mr. Milbrand updated the Reserve numbers
 - The Committee discussed license using license plate numbers versus truck numbers – Ms. Goodwin will talk to Mark Bucklin.
 - Change 6-wheel dump truck – model 2008 – change replacement year to 2024
 - Change F-550 Truck – model 2015 – change replacement year to 2023

Capital Improvements Program Committee (CIP)

MINUTES

September 28, 2021

- Public Works (continued):
 - o Change F-550 Truck – model 2017 – change replacement year to 2025
 - o For 4X4 Dump Truck (new item 2021) – add year 2021, add 10 years for life, add 2031 replacement year, add 160K to replacement cost. Mr. Milbrand changed this to a 6X6 truck.
 - o For Vacuum Truck – Update year – it is a 2008 but it was purchased in 2021 – Mark thought it should be replaced within 10 years from now. Mr. Milbrand put 2031 with 22 years for life.
 - o For Front End Loader – Change life to 15 years and replacement years to 2035
 - o Skid Steer - Add model 2018, add life 20 years, add replacement year 2038, and add replacement cost \$50K
 - o Mr. Favorite inquired on a plan for sidewalks. Ms. Goodwin reported that sidewalks are budgeted in the yearly budget.
 - o Mr. Cote inquired on the paving costs. Mr. Milbrand reported it has been \$300K for the past few years. Ms. Goodwin pointed out that the replacement costs should be updated.
 - o Mr. Lukeman inquired on whether the reports life and replacement years have been synced. Mr. Milbrand pointed out that there are three (3) vehicles that have been pushed out a year, so those do not sync.
- Fire
 - o Mr. Milbrand updated the reserve numbers
 - o Keep the radios under the project list going forward. Mr. Milbrand added a 10-year replacement. Replacement costs will need to be verified.
 - o Add SCBA Air Compressors back under the project/equipment
 - o Forestry Truck model year should be 2008 as 2016 is the year they took over the truck, but the truck is truly a 2008
 - o Change entry under Ambulance 1 from 2025 to 2024 and update it to \$300K
- Water/Sewer
 - o Consider how to set up the phases for the projects – pump station, Lake Street Economic Development section and further Sewer to the Lake
 - o The Commission discussed the project, phases, and funding
- Kelley Park
 - o The Committee was concerned about adding a \$20,000 number for the next three years without a more definitive Master Plan.
 - o After further discussion, it was determined that Kelley Park will not be added to the CIP Worksheet, until the time that a more definitive Master Plan is established and shared with the Committee. Ms. Goodwin will update Mrs. Dion.

Capital Improvements Program Committee (CIP)

MINUTES

September 28, 2021

- General Questions
 - Mr. Cote inquired on the Building Maintenance Fund. Mr. Milbrand reported that this has been a Warrant Article and normally reported on the Worksheet to fund.
 - Mr. Milbrand has updated the debt service
 - The Committee reviewed the schedule for meetings:
 - 10/19 – Review Worksheet and Narrative – No Department Heads required at the meeting.
 - 10/26 – Vote on final changes and approve
 - 11/10 – Present to the Planning Board
 - 11/18 – Present to the Select Board
 - TBD – Present to the Budget Committee
 - Mr. Milbrand inquired on the Town valuation. Ms. Goodwin responded with the 2020 value - \$557,761,884 and 2021 value - \$559,000,718.

COMMUNICATIONS: None

UNFINISHED / NEW BUSINESS: None

NEXT MEETING:

The next meeting will be held on October 19, 2021, at 5:00pm. The meeting location will be verified and posted on the Committee's agenda.

With no other business before the Committee, D. Milbrand made a motion, second by R. Kelley, to adjourn at 6:10 pm. The motion carried 6-0.

Respectfully submitted,
Christina Goodwin
Land Use Manager