

Capital Improvements Program Committee (CIP)

MINUTES

October 19, 2021

APPROVED: 10/26/21

AGENDA: 2022 CIP Worksheet Review & Cash Flow Reports
CIP Narrative

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

ABSENT: -----

OTHER: Christina Goodwin (Land Use Manager)

Mr. Cote opened the meeting at 5:00 pm with a quorum present.

MINUTES OF AUGUST 31, 2021:

D. Milbrand made a motion, second by R. Kelley, to approve the minutes as read. The motion carried 4-0-2.

MINUTES OF SEPTEMBER 21, 2021:

D. Milbrand made a motion, second by R. Kelley, to approve the minutes as read. The motion carried 4-0-2.

MINUTES OF SEPTEMBER 28, 2021:

D. Milbrand made a motion, second by S. Favorite, to approve the minutes as read. The motion carried 6-0.

WORKSHOP:

The Committee reviewed the projected Capital Reserve balances for the Fire and Highway Departments as shown on the cash flow reports.

CIP NARRATIVE

The Committee reviewed the proposed Narrative. Ms. Goodwin had submitted the Narrative to the Department Heads asking for input. Jeff Chartier inquired on the Water/Sewer items not being listed. Mr. Milbrand advised that these items do not affect the tax base. Mr. Cote asked if we should add Sewer to the Lake as this may affect the tax rate. The Committee agreed to add to the Narrative though it is still in the planning stage and the impact to taxes has not been determined yet. The Committee also agreed to add the enterprise funds proposed items, which Ms. Goodwin will get from Jeff Chartier.

Mark Bucklin had asked for better wording under the grader for scrapping the equipment. The Committee agreed to change scrapped under both the 1986 Grader and the Rubber Tire Excavator to "until no longer needed".

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WORKSHOP (continued):

Other changes included: Under Ambulance 1 - add to the end "to be purchased from the Ambulance Reserve Fund" (Ms. Goodwin will verify the correct title), for the Public Safety Building - eliminate study and replace with "temporary Police Department during construction." It was noted that, if the project passes, this will be a temporary item, but if it doesn't pass, then this money may be used for the repair of the current building.

Ms. Goodwin pointed out that the Narrative isn't really shared with the public, and the Committee should consider putting it into the Town Report. The Committee also agreed to add the Narrative to the Town Report submission.

CIP WORKSHEET

The Committee reviewed and the following changes/updates were noted:

- Mr. Lukeman pointed out, under line #38, that there are question marks to be removed.
- Mr. Cote pointed out that the police vehicle numbers have been replaced by their plate numbers for easier tracking.
- Mr. Milbrand will get the correct Fund balances.
Mr. Lukeman and Mr. Milbrand discussed the cruiser replacements. It is normally one (1) a year, but there have been delays. The fund balance shows approximately \$45,000, however, there is a cruiser to still be paid out of the fund.
- Mr. Lukeman inquired on the priority for the camera system. The camera system would only be appropriated if the public safety building doesn't get approved. Mr. Milbrand felt it should be priority 1.
- Mr. Milbrand pointed out that he changed Life to Life Expectancy. The Committee also agreed to change the Replacement Year to Expected Replacement Year.
- Mr. Milbrand pointed out that he has verified the debt service.
- The radio numbers do not seem to make sense so Ms. Goodwin will try to determine the correct number and get to Mr. Milbrand.

COMMUNICATIONS:

None

UNFINISHED BUSINESS:

None

NEW BUSINESS:

Ms. Goodwin asked the Committee to update their contact information.

Mr. Favorite mentioned the TAC has received complaints as they tarred over the drain covers.

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NEXT MEETING:

The next meeting is scheduled for October 26, 2021, at 5:00 p.m. It will be at the Historic Town Hall to finalize the 2022 Report submission.

The Committee shall present to the Planning Board on 11/10, to the Budget Committee on 11/16, and to the Select Board on 11/18.

With no other business to come before the Committee, Mr. Milbrand motioned, second by Mr. Kelley, to adjourn at 5:51pm. The motion carried 6-0.

Respectfully submitted,
Jan Laferriere
Land Use Associate