

Capital Improvements Program Committee (CIP)

MINUTES

August 16, 2022

APPROVED: 9/22/22

AGENDA: DEPARTMENT HEAD MEETINGS - WATER/SEWER AND HIGHWAY

ATTENDING: John Bianchi, Joe Lukeman, Steve Favorite

ABSENT: Randall Kelly (Chair), Don Milbrand (Vice Chair)

OTHERS: Christina Goodwin (Land Use Manager), Jeff Chartier (Water/Sewer Superintendent), Mark Bucklin (Highway Superintendent)

CALL TO ORDER:

Due to absence of the Chair Randall Kelley and Vice Chair Don Milbrand, members appointed an acting Chair for the meeting. Mr. Lukeman motioned to appoint Steve Favorite as acting Chair. Mr. Bianchi seconded. The motion carried 3-0-0.

Mr. Favorite called the meeting to order at 5:10 pm with a quorum. Mr. Lukeman asked the Committee to start with New Business items.

NEW BUSINESS - DEPARTMENT HEAD MEETINGS

Both Mr. Chartier and Mr. Bucklin discussed the pros and cons of the Town hauling its own sludge and/or trash. They discussed figures for present costs of using a contract hauler vs. a hauling vehicle purchased by the Town. Mr. Bucklin explained that Department personnel all held Commercial Driving Licenses (CDL's) and Mr. Chartier added that there may be certifications required. Discussion followed regarding what other Towns are doing in the area and thoughts about exploring this as an option. Additional data and cost estimates would need to be supplied for CIP to consider adding to the worksheet.

Highway Department – Mark Bucklin

Mr. Bucklin reviewed the Public Works section of the CIP worksheet. A question came up about the dump truck lines and pricing anticipated for 2034. Inflation and other issues with supply chain, electronic parts and vehicles having to be repaired for electrical failures making it so that higher repair costs and time down had to be considered. In response, Mr. Lukeman looked ahead to future purchasing years and suggested upping the amounts in each column for the Capital Reserve Fund. Other questions were answered regarding the sidewalk plow and lease ending in 2023 and paving. Ms. Goodwin will verify the numbers with the Finance Officer and bring back to the Committee. Mr. Bucklin also talked about his proposed wish list items and how these could be used for the Town. The following changes were made:

- Line #17 – PW Equipment Capital Reserve Fund – Add \$10, 000 to each year to reflect the following amounts:
 - 2023-2025 \$130,000
 - 2026-2029 \$150,000

Capital Improvements Program Committee (CIP)

MINUTES

August 16, 2022

Highway Department – Mark Bucklin continued

- 2030-2032 \$170,000
- Line #19 – 6 Wheel Dump Truck – Change replacement cost to \$190,000
- Line #34 Sidewalk Plow – Lease ends in 2023 – will need to verify when in 2023 and what is needed for a replacement and when.
- Line #37 Salt Shed – Mark will clarify costs for the doors to the shed to determine if it should be in the report or not.
- Line #38 Road Paving – Keep it at \$300,000 and replacement cost \$300,00?

Water / Sewer Department – Jeff Chartier

Mr. Chartier reported that the capital projects undertaken for 2022, by the Water/Sewer Department were almost complete. He talked about cyber-security and other projects of interest to the Committee. He updated members regarding the Central Street Pump Station upgrade and the status of the Sewer to Lake project. Central Street will begin when permitting is complete and it is expected the Sewer Line extension would go from the Mill Stream to Riverdale Road area on Lake Street. Funding is in place with Community Development Block Grant (CDBG) and other grants with a small match from the Town. He reported a few issues with maintenance projects and cost of parts and expected there would be some updates and repairs to the Treatment Plant, including the fencing and paving of the parking lot. The Committee agreed that these items may not be included in the worksheet but should be added to the narrative.

After further discussion with both Department Heads, Mr. Favorite thanked them for coming in and stated that they should get figures and supporting information for projects discussed into the Committee.

MINUTES:

The minutes of May 24, 2022 were reviewed. Mr. Bianchi moved to accept the minutes of 5/24/22 as presented. Mr. Lukeman seconded. The motion carried 3-0-0.

OTHER BUSINESS:

Mr. Favorite asked the Committee and Ms. Goodwin if there was a way to reach out for new volunteers for the Committee. Ms. Goodwin stated that a flyer could be developed and posted inviting interested parties to consider joining. It was decided that committee members could also canvas folks for interest and Ms. Goodwin would develop a posting for the Town's website, Facebook page and other locations.

COMMUNICATIONS: None

Capital Improvements Program Committee (CIP)

MINUTES

August 16, 2022

NEXT MEETING: The next meeting is scheduled for August 30, 2022 with Fire and Police Departments attending.

ADJOURNMENT: With no other business, Mr. Bianchi motioned to adjourn. Mr. Lukeman seconded. The motion carried 3-0-0 and the meeting adjourned at 6:33 PM.

Respectfully submitted,

Janet Cote

Land Use Associate