

Capital Improvements Program Committee (CIP)

MINUTES

September 22, 2022

APPROVED: 10/19/22

AGENDA: CIP WORKSHEET REVIEW
NARRATIVE REVIEW

ATTENDING: Randall Kelly (Chair), Steve Favorite, Joe Lukeman, and John Bianchi

ABSENT: Don Milbrand (Vice Chair)

OTHERS: Christina Goodwin (Land Use Manager)

Chair Randall Kelley opened the meeting at 7:07 pm with a quorum present in person.

OLD BUSINESS:

CIP WORKSHEET REVIEW

Mr. Lukeman asked if there were notes from Mr. Milbrand regarding updates discussed at other meetings. Ms. Goodwin commented that she sent the questions they had to Mr. Milbrand and other Department Heads for comments, updates, and clarifications. She reviewed those responses with the Committee.

Police Department - With regard to the replacement schedule for police cruisers, Ms. Goodwin reported that the Chief did not want to change to a 7-year replacement schedule due to the replacement of 2 vehicles in one year. He indicated that the schedule should remain the same at 6 years as the double replacement was for the chief car and a cruiser and he may be able to get another year out of Chief car. His concern was that the cost of repairs waiting another year would outweigh the concerns of replacement of two in one year. The Committee members asked for clarification of the types of repairs and costs. There was some discussion of accidents and repairs covered by insurance which led to questions about what type of coverage the Town has on these and other vehicles. They opted to leave schedule as is for 6 years replacement this year and re-evaluate for 2024. Ms. Goodwin will communicate the questions to the Chief and suggested a tickler file for the re-evaluation items.

Public Works - Ms. Goodwin reviewed Mr. Milbrand's comments on worksheet lines with the Committee.

- The Committee had increased the capital reserve lines for truck replacements by \$10,000 per year from 2023 – 2034. Mr. Milbrand noted this, but stated the increase was not needed based on his cash flow analysis of projections. The Committee opted to go with Mr. Milbrand's recommendation for no change of replacement figures from 2023-2034. They asked for copies of Mr. Milbrand's cash flow report. Mr. Lukeman will change the amounts back to original amounts in the Narrative.
- A cost analysis for justification of the purchase of a Roll Off Truck was discussed. The following figures were presented as current costs of annual contract pickup/delivery of waste materials:

▪ 130 MSW loads @ \$350 per load	=	\$45,500	and	325 manhours
▪ 52 MSB loads @ \$300 per load	=	\$15,600	and	156 manhours
▪ <u>18</u> Sludge loads @ \$780 per load	=	<u>\$14,040</u>	and	<u>54</u> manhours
400		\$75,140		575
▪ 5 Year estimated costs with this analysis using contract services	=	\$375,700		
▪ 5 Year estimated costs stated with use of Roll Off truck	=	\$332,866		

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- Estimated savings was \$42,834

There was additional discussion of labor costs and Ms. Goodwin stated that they anticipated using current employee(s), getting the certifications, and that current employees already have CDL licenses. Mr. Lukeman suggested that a cost analysis with purchase of truck be provided. The Committee agreed that present estimations show a savings. Expectation was that this was wanted for next year. \$150,00 for truck with 15-year replacement would be added to worksheet.

Fire Department - Ms. Goodwin stated that the Chief sent notes and cashflow information to Mr. Milbrand. The final numbers for the Capital Reserve would still need to be discussed. She asked if the Committee would want the Chief to attend the next CIP meeting for this. Mr. Kelley stated that he trusted that Mr. Milbrand would discuss these with the Chief and address these for inclusion in the worksheet.

There was additional discussion regarding the Ambulance replacement and how this is done with contracted towns that use this service. Ms. Goodwin explained the contract was the responsibility of the Select Board and equipment replacement was split between the towns according to the contract. She further explained that the Enterprise Fund was also used along with contracted town and other ambulance service revenues to offset the cost.

Kelley Park - CIP members agreed that it makes no sense to put numbers into a capital improvements plan if the Committee does not know what the money would be spent on. Mr. Favorite stressed the need for a plan for the park. Ms. Goodwin agreed that a Kelley Park Master Plan would be needed.

Public Safety Building - Ms. Goodwin shared Mr. Milbrand's answers to the Committee's questions regarding the time limit for the Bond and completion of the project. He shared that the Bond has a time limit of 3 years for completion of the construction of the building before the town is taxed. At present, Mr. Milbrand does not see this as an issue.

NARRATIVE DISCUSSION

Mr. Lukeman presented his draft to the Committee and asked for comments and edits. He stated that based on changes discussed the comment regarding the increase of \$10,000 for the Public Works capital reserve funds would be excluded and the \$130,000 would return to \$120,000.

Ms. Goodwin stated that for the Sidewalk Plow, Mr. Buckman indicated that he can continue the current lease which ends in November to year end so that this can be listed for replacement in 2024.

There was some discussion regarding the \$50,000 for temporary space needs for Police while Public Safety Building is under construction. Ms. Goodwin stated that there were funds not yet used in 2022 and these would be used for the infrastructure and technology needs of moving Police to both Town Offices and Fire Department locations temporarily and then for the move to new building when it is finished. A suggestion of phrasing for Mr. Lukeman was made to include statement "funds not used yet in 2022, will remain for future use".

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A comment in the narrative regarding Water/Sewer project not impacting tax rate significantly was discussed. The Committee asked Mr. Lukeman to change this comment to remove the word significantly and replace with "generally do not impact the tax rate".

Other discussion developed resulting in Committee asking for further clarification of Water/Sewer projects especially the Rehab project. Ms. Goodwin will get the figures and clarification for the narrative and Mr. Lukeman will check with her for updating.

With no further comments or changes, Mr. Bianchi motioned to accept the narrative with amendments made. Mr. Favorite seconded. The motion carried 4-0-0.

Mr. Lukeman stated he would update the narrative and send it to Ms. Goodwin. He also asked that it be sent to Mr. Milbrand for any comments or input so it can be ready for October 13, 2022 meeting. Ms. Goodwin said she would send it to him.

NEW BUSINESS: None

MINUTES:

The minutes of 8/16/2022 were reviewed. Mr. Favorite motioned to approve the minutes as presented. Mr. Bianchi seconded. The motion carried 3-0-1, with Mr. Kelley abstaining due to absence at this meeting.

The minutes of 8/30/2022 were reviewed. Mr. Favorite motioned to approve the minutes as presented. Mr. Lukeman seconded. The motion carried 4-0-0.

The minutes of 9/8/2022 were reviewed. Mr. Lukeman motioned to approve the minutes as presented. Mr. Favorite seconded. The motion carried 4-0-0.

COMMUNICATIONS: None

NEXT MEETING: October 13, 2022, at 7:00 pm

ADJOURNMENT: With no other business, Mr. Favorite motioned to adjourn. Mr. Bianchi seconded. The motion carried 4-0-0. The meeting adjourned at 8:26 pm

Respectfully submitted,
Janet Cote
Land Use Associate