

# Capital Improvements Program Committee (CIP)

## MINUTES

August 24, 2023

**APPROVED:** September 14, 2023

**AGENDA:** 2024 DEPARTMENT REQUESTS – Police Department and Highway Department

**ATTENDING:** Donald Milbrand (Chair and Planning Board Representative), Daniel (Buz) Kenney (Vice Chair), Steve Favorite, Joe Lukeman, and Paul Regan

**OTHERS:** Christina Goodwin (Town Administrator) via ZOOM, and Donna Sullivan (Land Use Administrative Assistant)

**PUBLIC:** Mark Bucklin (Highway Superintendent) and Kristopher Bean (Police Chief)

Chair Donald Milbrand called the meeting to order at 7:00 pm with quorum present.

**OLD BUSINESS:** None

**NEW BUSINESS:**

### 2024 DEPARTMENT REQUESTS REVIEW

#### **POLICE DEPARTMENT – Chief Kris Bean**

The Board reviewed the CIP Spreadsheet line by line with Chief Bean to ascertain the current status and future planning for vehicles and Reserve Funds.

Chief Bean stated that this was his first time involved with the CIP process. He indicated that the Ford Fusion plate #514-1 was recently replaced because of best trade in price and its mechanical status. He stated that the price to purchase and outfit a cruiser was \$64,465 which includes the color choice and wrap decals. He talked about the price increases for Ford vehicles vs. Chevy vehicles. There was a choice not to switch from Ford due to interchangeable tires and equipment with the fleet. He also talked about the potential of changes by Chevy to electric vehicles as some towns and the State are changing over to electric vehicles.

Mr. Kenney asked if switching to electric vehicles was a consideration. He then shared his research into costs and gas savings information in comparison to the current budget. Mr. Kenney offered to do an analysis and sit down with the Chief. There was more discussion about electric vehicles and their pros and cons with typical use for town vehicles.

Chief Bean stated that it would be necessary to replace the oldest Ford Explorer vehicle in 2024. There was some discussion about deposit history and plans for the Police Detail Fund and Police Cruiser Capital Reserve Fund. More discussion followed regarding increases in these funds to cover increases in the cost of vehicles. The worksheet will be updated.

Chief Bean added that the sedan for enforcement should be removed from the worksheet due to age and condition. He explained that it was a drug forfeiture car and it had seen its day.

# **Capital Improvements Program Committee (CIP)**

## **MINUTES**

August 24, 2023

### **POLICE DEPARTMENT – Chief Kris Bean - continued**

To clarify the process with newer CIP Committee members, there was discussion of the 6-year plan to rotate and purchase vehicles. Chief Bean stated that cruiser #514-3 and cruiser #514-2 should be replaced this year due to mileage and repairs. He stated that he felt that the #514-2 replacement could be held to the end of year. Chair Milbrand asked if this could wait until the following year. Chief Bean explained more about the status and use of the vehicles. He stated he did not anticipate replacement of 2 vehicles for 2024 as the worksheet indicates so he did not research the second vehicle. Chair Milbrand talked about pushing things out to 2025 and adjusting the worksheet and rotation schedule. More discussion followed about take-home cars and other issues.

Chief Bean talked about the replacement of radars and stated that they just received a grant that will cover the costs. Ms. Goodwin talked about planning for replacement and adding a line to the worksheet to cover grant match or other costs. Further discussion followed about calibration deterioration and other breakdowns with equipment, life span and costs to repair. Mr. Regan agreed that the cost of these and planning for replacement makes sense.

Chief Bean will follow up on cruiser rotation information and forward this to the Committee to update the worksheet and agreed to schedule a meeting with Mr. Kenney for a discussion about electric vehicles.

### **HIGHWAY DEPARTMENT – Superintendent Mark Bucklin**

The Committee reviewed the worksheet and Highway vehicle replacement schedule with Mr. Bucklin to update the worksheet.

He stated there was need to replace a dump truck and suggested that the 2008 dump truck line should be increased to \$175,000 based on experience from this year's purchase. The Committee asked about a replacement schedule and Mr. Bucklin stated that he typically looks at a 15-year replacement schedule.

Chair Milbrand asked about a replacement done this year. Mr. Bucklin stated that a new F-550 cab and chassis was ordered in January, but he recently heard back from the dealer that he was not getting this due to Ford only producing 5% of what they took orders for. He stated that a new purchase order was written up and hopefully it will be come in next year. Ms. Goodwin stated that the price went up to \$65,837 with the equipment and snowplow outfitting being \$77,475 to total \$143,312 which is about a \$3000 increase over original purchase order. Discussion followed regarding spending this in this fiscal year and what would happen for the 2024 planned purchase. The worksheet will be adjusted to reflect pricing.

Mr. Bucklin discussed other updates for the worksheet that included the information about the trucks lost in the fire. Discussion of insurance payments followed and the handling of the funds for replacement of the covered vehicles.

Mr. Bucklin stated he would like to look into a new excavator with tires/tracks after recent storm damage work. He stated that he had to hire the use of an excavator for the clean-up. The Committee discussed the re-scheduling of other items to allow for this to change priority. Mr. Bucklin talked about a new lease for the sidewalk tractor that would end up with the Town owning the tractor at the end of lease.

# Capital Improvements Program Committee (CIP)

## MINUTES

August 24, 2023

### **HIGHWAY DEPARTMENT – Superintendent Mark Bucklin - continued**

Mr. Bucklin explained that the paving line took a beating due to the storm damage issue and he updated the Committee about the schedule for road paving in next year. When asked about where materials were purchased for the road damage repairs, he responded that these were resourced locally. More discussion followed about the possible re-imbursement of expenses from the storm from FEMA funds.

Mr. Kenney talked about modifying other dump truck lines due to the suggested increase to the 2008 truck line. Mr. Bucklin talked about where he usually tried to save money with snowplows and other equipment maintenance if these can fit new trucks.

Following the discussion, the Committee confirmed the updates to the worksheet with the new proposed replacement schedule and pricing for Highway vehicles based on discussion and recommendations from Mr. Bucklin. The worksheet will be updated.

### **OTHER BUSINESS:**

#### CASH FLOW REPORT AND CIP COMMITTEE RESPONSIBILITIES – Discussion

Chair Milbrand shared the cash flow report he manages that was discussed at the last meeting with Fire Chief Laroche. He stated that the Committee members can review this document and he will be updating it should they wish to discuss it at the next meeting.

There was discussion about the CIP Committee process and report being a planning tool. Additional discussion followed regarding the fact that the Committee has no budget decisions because the authority for that falls to the Budget Committee and the Select Board.

Chair Milbrand stated that he will be updating the worksheet with all the changes suggested by Mr. Bucklin and Chief Bean tonight for the next meeting.

### **MINUTES:**

The minutes of August 10, 2023, were reviewed. Mr. Kenney moved to accept the minutes as written. Mr. Favorite seconded. The motion carried 5-0-0.

### **COMMUNICATIONS: None**

**NEXT MEETING:** September 14, 2023 - 7 pm

**ADJOURNMENT:** With no other business, Mr. Lukeman motioned to adjourn. Mr. Regan seconded. The motion carried 5-0-0 and the meeting adjourned at 8:16 pm.

Respectfully submitted,

Janet Cote  
Land Use Associate