

Capital Improvements Program Committee (CIP)

MINUTES

September 14, 2023

APPROVED: September 28, 2023

AGENDA: DRAFT CIP 2024 WORKSHEET/REPORT REVISIONS
2024 NARRATIVE AND DISCUSSION

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

STAFF: Donna Sullivan (Land Use Administrative Assistant)

PUBLIC: Shaun Lagueux

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

OLD BUSINESS:

Mr. Kenney reported that he met with Police Chief Bean to discuss electric and hybrid cars information he gathered. This would be looked at in more detail for the 2025 budget season.

Mr. Regan asked if Chief Bean had submitted a summary requested regarding the age of vehicles and schedule for replacement. Chair Milbrand stated the draft worksheet will reflect information as is without this information.

NEW BUSINESS:

DRAFT 2024 CIP WORKSHEET/REPORT REVISIONS

Chair Milbrand asked if all the members had a chance to review the draft worksheet presented for review and finalization. He asked members if they had any questions about the draft worksheet.

Mr. Regan asked questions about the Capital Reserve Funds and when the deposits are made that are voted at the Town Meeting. Mr. Milbrand answered with the timing of when money is approved and deposited. With this information, Mr. Regan suggested a few date adjustments to the worksheet regarding receiving funds in one year and spending them in the next.

Mr. Regan asked for some clarification of the radar units for the Police Department. There was discussion regarding the units and other equipment that included the side of the road radar equipment and vehicle portables. Chair Milbrand noted that this was a matching grant situation, so the equipment costs and Town's match appear on different lines. He referred to offsetting revenues.

More discussion followed about the purposes of the worksheet, explanation of the totals at the bottom of the sheet, and updates made to the worksheet for all departments. Chair Milbrand stated that the CIP process helps to stabilize the tax rate. There was added discussion about the revaluation process. Chair Millbrand spoke about the required 5-year statistical revaluation with a Full Measure and List Revaluation every ten years. Select Board Chair Lagueux commented on the status of revaluation for the Town and the requirements to be within plus or minus 10% of the equalization rate. He indicated, according to the State Department of Revenue this was not done in the last revaluation, but the State indicated that most towns were in the same situation. For now, the Town is staying on the same schedule for revaluation.

Capital Improvements Program Committee (CIP)

MINUTES

September 14, 2023

Mr. Regan questioned the schedule of vehicle replacement in departments, and specified years of replacement, asking if there was a place in the worksheet where the current balances of these capital reserve accounts are indicated. Chair Milbrand stated the cash flow report he shared with the Committee does give this information. He then reviewed some of the balance amounts from the Cash Flow for the Committee.

Mr. Regan asked for clarification of CIP Committee authority to recommend the spending requests of Department Heads and the Select Board having final decision authority. Chair Milbrand explained that as a committee, they receive the information from the Department Heads and review the replacement schedule and cost estimates to recommend any Adjustments that may be needed to cover those costs for budgeting decisions by the Select Board. He indicated that if there is extra money in an account or not enough the recommendations could be to buy now or wait another year.

After the final review of all the adjustments and corrections made to the draft worksheet, Mr. Regan asked about the next steps for this process. Chair Milbrand stated that once this is finalized and approved by the CIP Committee, it is presented to the Planning Board for approval, then the worksheet becomes part of annual budget process with presentation to the Select Board.

With no further discussion, Mr. Regan motioned to approve the 2024 CIP Spreadsheet as amended. Mr. Favorite seconded. The motion carried 5-0-0.

2024 NARRATIVE AND DISCUSSION

Mr. Lukeman will review the updated worksheet and create the 2024 narrative for the next meeting.

MINUTES:

The minutes of August 24, 2023, were reviewed. Mr. Lukeman motioned to accept the minutes as written. Mr. Favorite seconded. The motion carried 5-0-0.

COMMUNICATIONS: None

NEXT MEETING: September 28, 2023 - 7 pm

Ms. Sullivan stated that the next meeting may be held at the Historic Town Hall. Discussion followed about meeting on the 21st instead. Ms. Sullivan will investigate room availability for the 21st and if not available, the meeting will remain on the 28th with a meeting space that allows use of internet for recording.

Discussion followed about other meetings. It was determined that the October 12, 2023, meeting may not be needed. The Planning Board presentation will be on October 25, 2023, and the Select Board meeting presentation is scheduled for November 2, 2023.

ADJOURNMENT: With no other business, Mr. Regan motioned to adjourn. Mr. Favorite seconded. The motion carried 5-0-0. The meeting adjourned at 8:08 pm.

Respectfully submitted,

Janet Cote
Land Use Associate