

CAPITAL IMPROVEMENTS PROGRAM MINUTES
July 20, 2010

APPROVED AS AMENDED & CLARIFIED:
7/27/10 __jrl_____

AGENDA: WORKSHOP – WORK ON 2011 CAPITAL IMPROVEMENT
 SCHEDULE

ATTENDING: Murray Campbell (Chairman), Steve Favorite, Bob Gilbert, David
 Hill, Don Milbrand, Dan Paradis

ABSENT: -----

OTHER: -----

The meeting opened at 7:00 p.m. Mr. Campbell appointed Mr. Gilbert to sit in for Mr. Hill until Mr. Hill arrives.

MINUTES OF JUNE 15, 2010:

The following amendments were made:

Page 1, add Steve Favorite as attending.

D. Paradis made a motion, second by S. Favorite, to accept the minutes as amended. The motion carried.

WORKSHOP:

Mr. Campbell thanked Mr. Hill, who had arrived, for his notes. He continued by saying that, originally, the CIP (Capital Improvements Plan) was almost \$1 million for 2011. Mr. Hill's suggestions drop this almost \$400,000 and Mr. Campbell did not see that the figures compute. Mr. Hill was not sure why this had happened. Mr. Campbell further explained that the committee cannot take things out nor change the prices. We can give items low priorities, however.

As of now, our totals stand at:

2011 = \$868,959, 2012 = \$913,408, 2013 = \$822,781, 2014 = \$852,173, 2015 = 879,422, and 2016 = 748,658.

WORKSHOP continued:

Discussion was called for as to 2011. Mr. Favorite asked what we can do with \$35,000 for the Old Town Hall. Needs are heat, ceiling, roof, the back side, windows. Mr. Paradis and Mr. Milbrand felt that it would probably cover the roof. Mr. Milbrand thought that the last price they got for the roof was \$25,000. Mr. Campbell stated that it would be a start for repairs. The Board agreed that it may be more now. Mr. Favorite suggested that it may be seed money for a grant. Mr. Gilbert asked what its use is. No-one had an answer other than we use it for voting. Mr. Campbell stated that this committee is the one who determined to add it to the CIP.

A discussion followed on outside repairs needed. Mr. Campbell had brought in some photos of the needs for the Old Town Hall outside and for the drains in front of the Fire Station, as well as the loose asphalt there. He stated that, maybe the Highway can raise the drain caps temporarily. Mr. Milbrand asked if the Fire Chief would be happy with that and Mr. Campbell answered that he would not. Mr. Hill stated that he feels it is pushing it to pave the gravel area as well. Mr. Favorite added that paving the whole parking area has been asked for the last 2-3 years. Mr. Campbell read Chief Yannuzzi's request. He had rated this "urgent" for 2012. Mr. Campbell thought it better to do in 2011 for the total amount. Mr. Hill added to put it forward and let the Budget Committee decide.

Mr. Campbell asked what the committee wants to do about the Old Town Hall. Mr. Gilbert feels that it is best to keep all of the town buildings maintained. Perhaps it should be listed as a Municipal Building Fund in Capital Reserve for this purpose. He feels that \$80,000 to \$100,000 is more realistic. The committee felt that \$35,000 is something. Mr. Milbrand added that it needs repair even if we decide to sell it. Mr. Favorite said to leave it in as is and Mr. Hill agreed. Mr. Gilbert explained that the problem is that we held the budget line too tight and now everything is costly. The committee agreed to leave it in.

Mr. Gilbert noted that for Ambulance 1, Mr. Campbell has \$118,000 and Mr. Milbrand has \$100,000. Mr. Milbrand stated that he made a mistake, it is correct in 2012. The total cost now is about \$250,000. Mr. Gilbert suggested that we bond at \$55,000 a year for 5 years. Mr. Campbell explained that it has close to 140,000 miles on it now. It is the back-up ambulance. Mr. Gilbert asked why we don't put in \$50,000 to refurbish it. Mr. Campbell stated that it doesn't work; they even tried to find out about remounting it and found that it cannot be done. Mr. Hill suggested no reserve fund for the dump (pay all in 2013) and put that money for the ambulance. Mr. Favorite asked about a mechanic to tend all of the town vehicles. Mr. Milbrand said that they found that this is not cost effective. It costs less to have the maintenance done. Mr. Gilbert liked Mr. Hill's proposal. Mr. Campbell said that it would bring the total for 2013 to better than

WORKSHOP continued: ambulance 1

\$922,000 and asked if this is the thing to do or do we let the Budget Committee determine. Mr. Hill explained that the way he figures it, he takes the cost given and divides it by the amount of years before the actual purchase to get to the yearly amount to set aside. He thought that we need to first put down the fixed items, such as the cruiser, generator... Mr. Paradis stated that the generator should not be included as it has offset revenue. Mr. Milbrand said that there is no line item for a generator and Mr. Campbell explained that it is to be purchased in 2010 and the Fire Company has the money.

Mr. Milbrand asked how much we are proposing and Mr. Gilbert thought it to be about a \$350,000 increase. Mr. Milbrand said that Mr. Hill's suggestions come to \$761,000 a year.

Mr. Campbell directed the committee to his sheets beginning with 2011. A discussion on Avatar software followed. The following determinations were made:

2011: Police Cruiser \$31,000, 6 Wheel Dump \$22,000, ¾ ton truck (instead of F-550 replacement) \$30,000, Road paving \$335,600, Ambulance 1 \$118,000, Re-pave Fire Dept. parking lot \$20,000, Repair Old Town Hall \$35,000, Appraisal Software \$20,000, Water St. Recreational Path \$10,000. Subtotal - \$621,600, Debt payments - \$275,692, for a Total of \$897,292.

2012: Police Cruiser \$32,500, 6 Wheel Dump \$48,000, F-550 Replacement \$38,000, Road Paving \$320,000, Engine 4 Pumper/Tanker \$74,000, Ambulance 1 \$118,000, Fire Command Suburban \$22,500, Master Plan Update \$15,000. Subtotal - \$668,000, Debt Payments - \$228,741, for a Total of \$896,741.

2013: Police Cruiser \$34,125, 6 Wheel Dump \$70,000, Replace F-550 \$38,000, Replace Vacuum Truck \$50,000, Replace Sand/Salt Sheds \$10,000, Road Paving \$305,700, Engine 4 \$74,000, Master Plan \$15,000, Replace Fire Suburban \$22,500. Subtotal - \$619,325, Debt Payments - \$226,789, for a Total of \$846,114.

2014: Police Cruiser \$35,800, 5 Wheel Dump \$40,000, Replace F-550 \$38,000, Vacuum Truck \$50,000, Sidewalk Tractor \$20,000, Sand/Salt Sheds \$10,000, Road Paving \$300,000, Engine 4 \$74,000, Ambulance 2 \$73,500. Subtotal - \$641,300, Debt Payments - \$210,373, for a Total of \$851,673.

2015: 6 Wheel Dump \$40,000, Replace F-550 \$38,000, Vacuum Truck \$50,000, Front End Loader \$65,000, Sidewalk Tractor \$20,000, Sand/Salt Sheds \$10,000, Road Paving \$300,000, Engine 4 \$74,000, Ambulance 2 \$73,500. Subtotal - \$670,500, Debt Payment - \$208,422, for a Total of \$878,922.

WORKSHOP continued: Totals for each year

2016: Police Cruiser \$39,400, 6 Wheel Dump \$40,000, F-550 Replacement \$38,000, ¾ Ton Pick-up \$20,000, Vacuum Truck \$50,000, Front End Loader \$65,000, Road Paving \$300,000, Ambulance 2 \$73,500, Sand/Salt Sheds \$10,000, Rubber Tire Excavator \$80,000. Subtotal - \$715,900, Debt Payments - \$112,758, for a Total of \$828,658.

Mr. Campbell asked Mr. Hill if he has started to write up descriptions and Mr. Hill said that he has. He will try to finish these for next time. He is listing them by priorities.

Mr. Favorite stated that we need to think about something for 2018 when the town becomes 200 years old. We need to plan for this.

Mr. Campbell mentioned to Mr. Milbrand to drop 2007 and 2008 from the schedule now. He then asked if the committee would like any of the Department Heads to come back. He mentioned that Highway asked for the paving and changed the backhoe life expectancy to 10 years. Mr. Hill said that nothing else has come back to us so we should assume that their original figures are okay. Mr. Campbell then asked the committee to think about the rationale for next meeting.

Mr. Hill asked if we got updated mileage from the Police. Mr. Campbell answered that we did not. He added that, in some towns, the Police decide which cruiser they want to replace. They also determine the use; such as taking home. Mr. Milbrand stated that this is no more as the Chief's contract is over and the Selectmen will not renew that. Mr. Campbell mentioned the importance of going straight to the scene. Mr. Paradis stated that we have 24/7 coverage so those on duty will be at the scene first. Mr. Campbell asked about the Fire Chief and the suburban. Mr. Milbrand stated that they allow him to take this home as it is the command center and he sets this up.

Mr. Campbell said that the Budget Committee offered for us to go to another of their meetings (in August) before we present the final CIP. He asked the general feeling of the committee as to what we bring to them. It was determined that no numbers be given as they have not had final approval from the Planning Board. It was felt that we need to explain the purpose of a CIP so that they understand that it is not just for the upcoming year. Also, we can explain that we have to change things every time they put off purchases. This causes a build-up to the plan. Mr. Favorite felt that we should explain what we do. Mr. Campbell read RSA674:8 that covers this. Mr. Hill stated that it would be okay to do just one year if they kept the reserve funds that we ask for. Mr. Campbell asked the committee to think about what you or the committee should say. Mr. Milbrand said that the Budget Committee meeting is August 9 at 7:00 p.m.

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WORKSHOP continued:

The committee felt that we should explain what we are and the difficulties that we have. We should jot notes down and bring them to the meeting. Mr. Milbrand stated that he was taught that you give the shy, what and how; the what and how should be at this meeting and the how (numbers) when we present the new CIP schedule.

Mr. Campbell then read the list of streets that Mr. Bucklin (Highway Supervisor) has placed on his paving list:

- 1st year: Hemlock Brook Rd., Hemphill Rd., High St., Ellen Lane, Chestnut St., and New Chester Mountain Rd.
- 2nd year: Benz Rd., Chandler St., Crescent St., Deangelo Drive, Green St., Hillside Ave., Jennings Hill Rd., Mountain Hill Rd.
- 3rd year: Lakeside, Overlook Drive, Spruce St., Tower St., Wicom Rd., and Worfield Circle.

Mr. Milbrand suggested that we ask the new Town Administrator, Michael Capone, in to our meeting. Mr. Campbell agreed. Our next meeting will be July 27, 2010 at 7:00 p.m.

With no other business before the committee, D. Milbrand made a motion, second by D. Hill, to adjourn at 9:06 p.m.

Respectfully submitted,
Jan Laferriere, secretary