

CAPITAL IMPROVEMENTS PROGRAM MINUTES  
March 15, 2011

**APPROVED as amended & clarified:**  
4/19/11 \_\_jrl\_\_\_\_\_

AGENDA:                BEGIN WORK ON 2012 CAPITAL IMPROVEMENT  
PROGRAM

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

ABSENT:                Bob Gilbert (Alternate)

OTHER:                -----

The meeting opened at 7:00 p.m. Mr. Campbell welcomed everyone back and thanked Mr. Hill for doing the explanations, Mr. Paradis for the history, Mr. Milbrand and Mr. Favorite for the spreadsheet work, Mr. Favorite for the power point program and video, and the secretary. He stated that he was very pleased with everyone.

**ELECTION OF OFFICERS:**

D. Paradis nominated Mr. Campbell as Chairman again and it was seconded by D. Milbrand. No other nominations were made and the nomination was voted in unanimously.

**MINUTES OF SEPTEMBER 21, 2010:**

The following amendment was made:

Page 2, paragraph 1, 2<sup>nd</sup> line, following "some" insert "Capital Reserve items,".

S. Favorite made a motion, second by D. Milbrand, to approve the minutes as amended. The motion carried with one abstention..

**REVIEW OF 2010 REPORT & TOWN MEETING:**

Mr. Favorite stated that he feels that 2010 went smoother due to TV and the excellent job done by Shaun Lageux, Chairman, and the rest of the Budget Committee.

Mr. Campbell went over the Priority 1 Expenditures for 2011 CIP. The Police Cruiser was approved, as well as the 2002 Ford 550 Truck replacement with a ¾ Ton Pickup. The Road Paving was approved with the Fire Dept. parking lot included in the \$224,000. figure. The 1998 six-wheel dump was not approved but it was suggested the take \$70,000. each year in 2012 and 2013 for it. The Fire Dept. back-up generator was approved (it has a 50:50 grant). Ambulance 1 was not approved for a Capital Reserve account. Instead, it was suggested that we do a lease purchase over 2012 & 2013 for it.

**2010 REPORT & TOWN MEETING continued:**

The Old Town Hall repairs were not approved as the Selectmen felt that they need to develop a plan. It was felt that the CIP committee should follow up with the Selectmen on this. Avitar Appraisal Software was approved, as was the Water St. Rec. Path (\$10,000 is included in the general fund).

Mr. Paradis mentioned that he feels that the CIP committee was treated with respect for the first time. Others agreed and felt that the process of being heard early was a big help.

Mr. Campbell brought up the fact that the Library and the Water/Sewer engineering plan for replacing the Downtown pipes were not approved. A discussion followed as to the need of these pipes being replaced before the Downtown project, which is now slated for 2012.

**TOWN ADMINISTRATOR'S COMMENTS:**

As Mr. Capone, Town Administrator, had a conflict and could not attend, this was passed over.

**SELECTMAN'S REPORT:**

Mr. Milbrand felt that Town meeting was very conservative. Mr. Paradis asked about the Mica building and Mr. Milbrand answered that it will be dealt with as a part of the Downtown project. Mr. Favorite added that there is a Brownfield grant for this. Mr. Milbrand mentioned that Selectman, Joe Denning, is trying to get additional money for a park once the Mica building is dismantled. The Selectmen also want the next building (and are still tracing its ownership) and feel that they may be able to trade with Ernest Adams for his building.

**REVIEW CIP PROJECT REQUESTS/FORM/AND COVER LETTER:**

Mr. Hill asked who made the alternative suggestions for the items not approved. Mr. Milbrand answered that the alternatives were a split amongst the Selectmen and the Budget Committee. Mr. Paradis added that there is not much interest in Capital Reserve accounts.

Mr. Campbell distributed the form that we have been using. It was felt that this could continue to be used. Mr. Campbell stated that the next step is to get the Departments to update their requests. He feels that we need to get out the form, the cover letter, and set the date of return. He added that he feels that the Town Administrator will oversee this and we should get the returns in a timely manner. He asked about doing the annual visits to the Departments in May.

**REVIEW CIP REQUESTS/FORM/COVER LETTER continued:**

Mr. Paradis suggested that the form be put on as an electronic copy and the other members agreed. The form and the cover letter for the public is to be placed on the table upstairs in the Town Office. Mr. Campbell will e-mail the cover letter to the committee and we can update it at the next meeting and then get it out as soon as possible.

It was determined that all be submitted back to the committee by June 15, 2011.

**PLAN MEETINGS:**

Mr. Hill stated that he feels that the committee gets more meeting with the Dept. Heads here rather than to make visits. Mr. Paradis felt that new members (or those who have not gone on visits before) should still do so. Mr. Campbell asked about the library and it was felt that they should come in. As for the Police and Fire, they could just come in unless someone wants to visit. Highway/Wastewater – needs a push on Wastewater. Public Works – visit the new Storm center improvements. It was noted that the Fire Chief, Steve Yannuzzi, is trying for grant money to help with the ambulance.

Mr. Campbell asked about meeting with the Budget Committee and Selectmen. The committee prefers to meet with the Budget Committee early as they did last year. As for Selectmen, we have Mr. Milbrand on this committee and Mr. Shackett is on the Budget Committee. It was felt that they can bring the issues to the Select Board. Mr. Hill added that we need to prod them on the Old Town Hall and Mr. Milbrand took that on as a special project.

**COMMUNICATION PROJECT:**

Mr. Campbell asked if the tower was mostly for communication or coverage. Mr. Milbrand felt that they have been asked for better coverage. Mr. Paradis mentioned that a cell tower would allow our emergency calls to go direct instead of being relayed. Mr. Milbrand added that there are repeaters in the cruisers now which helps. He said that, even if the Hemphill poles are in great condition, they still do not cover everywhere. The secretary advised the committee that Mark Chevalier told her this week that he has been pouring cement in the holes of the present pole for some time in order to keep it from falling apart.

**REVIEW 2011 SPREADSHEET:**

Mr. Campbell stated that the committee should consider how to get the figures down for our April meeting. The 6-wheel dump is to be moved from 2011 to 2012. Mr. Hill asked why they want to do the dump truck over 2012 and 2013 as well as the ambulance. He feels that this is a wash and we should just buy these outright. We should ask the Budget Committee if they would prefer to push it to 2014 or do a lease/purchase.

**SPREADSHEET continued:**

Mr. Campbell stated that one of the 550's is gone and he is not sure which one. We need to drop it from the spreadsheet now. He also said that we need to adjust the paving #: whether to have \$224,000 in paving or \$204,000 in paving and \$20,000 under Fire Dept. parking lot. Mr. Hill felt we should eliminate the parking lot and have it all in paving. Mr. Campbell mentioned that separating it would show when the parking lot is done.

\$17,000 is being spent on Kelley Park from their surplus and it was discussed that we need to show it.

Mr. Hill pointed out that 2016 and 2017 are big years. He suggested that we move some to 2015, especially the salt shed. In 2017, he thought that the engine might be a bond as there is no enthusiasm for Capital Reserve accounts. Mr. Milbrand agreed. Mr. Campbell asked that anyone who has a better system or new ideas should bring them to the committee. He is thinking of bringing in the Londonderry Fire Chief so that he can explain to us how they fund their equipment. They do it with a separate account with an oversight in place. Mr. Campbell would invite our Fire Chief to that meeting, as well.

**UPDATE TE AND NEW TAC INFORMATION:**

Mr. Favorite said that he has not heard much on the Army Corps of Engineers. They have discussed how to get down to the proposed area with blocks for the wash-out, which is about half-way between Profile Falls and Water St. Mr. Milbrand asked about the bridge on Water St. Mr. Favorite said that there has been talk of bringing in a small bulldozer. They will try to see J. P. Morrison Jr. about any junk rocks he has that we might use.

As to the TE (Transportation Enhancement), they are to have a walk around with Mr. Hanscom at the end of the month. They are working with Ross for a plan of the walk-around, Engineering plan, and survey. The Summer St. Extension is on the TE 10-year plan. It is to go from School St. to Dunkin' Donuts. Their walk-around March 30<sup>th</sup> is to keep this project on that plan. The houses belonging to the Huber's and to reddish house (across the ravine) will be taken and some of the rise towards town (by Betty Seeler's) is to have some leveling. There will be new sidewalks with curbing.

Mr. Favorite then stated that Round 5 is the Safe Routes to School. They need the budget and conceptual drawings for North Main St. and School St. North Main will be one-way to Mayhew St. The Middle School comes under Round 3. Mr. Favorite added that Mike Izzard, Lakes Region Planning Commission (LRPC), has been very helpful.

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**NEW BUSINESS:**

Mr. Campbell said that the CIP video should be pulled now as it is outdated. Mr. Paradis agreed to update the history.

Mr. Favorite mentioned the Master Plan and stated that the cost will go back up now that we do not have the expertise of Michelle Bonsteel. Mr. Paradis felt that we need to get options from LRPC. Mr. Favorite reminded all that the Town's 200<sup>th</sup> birthday comes up in 2019. The committee then discussed the Northern Pass issue a bit.

**NEXT MEETING:**

Mr. Campbell said that we shall work on electronics and the cover letter for next meeting and we shall set the numbers.

With no other business, D. Milbrand made a motion, second by D. Paradis, to adjourn at 8:40 p.m. The motion carried.

Respectfully submitted,  
Jan Laferriere, secretary