

CAPITAL IMPROVEMENTS PROGRAM MINUTES
May 17, 2011

APPROVED as amended:
7/19/11__jrl_____

AGENDA: CONTINUED WORK ON 2012 CAPITAL IMPROVEMENT PROGRAM

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

ABSENT: Bob Gilbert (Alternate)

OTHER: Michael Capone (Town Administrator)

The meeting opened at 7:04 p.m.

MINUTES OF APRIL 19, 2011:

The following amendments and clarifications were made:

Page 2, 3rd paragraph, 2nd line, replace “anything that” with “anything where the specification”. 5th line, replace “accepted” with “inflation accepted”. 5th paragraph, line 4, replace “done” with “replaced”.

Page 3, last paragraph, delete the first sentence. 2nd line, following “library and” insert “construct”. 5th line, following “mindset” insert “which is”. 6th line, replace “supplies for” with “provide for”. 7th line, beginning with “He mentioned” and up to the last line beginning with “We have been trying” replace with “He mentioned that Bristol received a large grant for the Downtown though we have not received the funds yet. A lot of effort has gone into improving the Downtown area so as to grow the town and fill the stores. The Library needs more capacity to meet its uses.”

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

PROJECT REQUEST FORMS:

Mr. Campbell reported that he hand delivered the Project Request forms and will send Mr. Capone a copy so as to get it on the web site.

BUDGET COMMITTEE VISIT:

Mr. Campbell and Mr. Favorite attended the Budget Committee meeting on May 2, 2011. Mr. Campbell explained that we had a guest who gave the Capital Improvements committee several alternative funding suggestions:

Leasing of Police Cruisers every 2 years so that the warrantee is still good and the return price is better.

Conglomerate Bonding – compiling several urgent projects.

Impact Fees – A one-time fee on new single family homes and developments.

Mr. Paradis stated that we do not have legal authority to charge an impact fee on single homes. The voters turned that down a couple of years ago. We do have them on bigger projects. These are not meant to be income but are to offset increases to such things as schools, roads, etc.

Police and Fire Fees – Fees earned outside the district are kept in the local department. They are used for replacement of less costly items with Selectmen approval. This is how Belmont bought its new ambulance this year. Mr. Paradis mentioned that Bristol voters did not go for this. Mr. Campbell stated that these funds would still require Selectmen approval.

Cooperative Purchases – combining with other communities for a better cost.

Capital Reserve Funds – Used annually for ambulance and fire truck replacement. There is a 5 year turnover on ambulances with a 10 year life; Fire trucks are turned over every 12 years.

These suggestions help to avoid tax spikes.

Mr. Campbell felt that the Budget Committee was not very receptive. One member does not like Capital Reserve funds. Mr. Favorite stated that they want the CIP (Capital Improvement Plan) committee to go out and research these better and come back in with specific figures.

Mr. Campbell continued to say that the Budget Committee would prefer that the ambulance be bought outright in 2012 and the 6-wheeler be bought outright in 2013. A discussion was held as to the use of Capital Reserve funding. It was thought that the Budget Committee and Town Meeting will axe any Capital Reserve accounts. Mr. Campbell stated that it is hoped that having the Town budget come before the School budget next year will help the town as folks tend to vote no for town projects after seeing the school budget.

SELECTMAN'S REPORT:

Mr. Milbrand reported that they are trying to purchase the Millstream property and have asked for a Special Town meeting for this. They are trying for Wed., July 20th. They are also working to sell off 6 pieces of town owned land.

MICA BUILDING PROJECT:

We are waiting on a Brownfield grant to remove the mica building. Mr. Capone also reported that the Reynolds property is in foreclosure and we need authorization to access the property. The bank says that they do not own the property and the Reynolds do not want to be involved. We would like to go for a Brownfield grant as it may be a petroleum site (due to oil tank storage) and/or have hazardous material, such as lead paint.

SPREADSHEET UPDATE:

The committee looked over the latest version of the spreadsheet which was to establish a base. It was noted that Police Cruisers are shown differently than other equipment and should be changed to be the same. The Total Cost column title will change to Replacement Cost and show the estimated cost of the next vehicle/project to be purchased.

In a discussion about the Master Plan, Mr. Paradis explained that it is to be updated every 10 years. He does not feel that much has changed though he would like to add a section on Municipal Facilities. He will bring this subject up to the Planning Board at their next meeting and will get back to this committee. In the meantime, Mr. Capone will check LRPC (Lakes Region Planning Commission) to see if they allow a free planner for some work on this. Mr. Hill stated that he would like to volunteer his help with an update.

Mr. Capone explained that they have found that they cannot put a generator (line #65) in the Fire Station as it is in the Flood Plain. Steve Yannuzzi, Fire Chief, has resolved the problem by having the generator placed on a trailer and just put hook-ups in the Station and in the Town Office Building. The cost should be left open for now until we know exactly what it will be.

The committee then looked over suggestions that Mr. Hill presented. For 2012, the ambulance cost was changed to \$150,000 (a one-time purchase) and \$15,000 taken from the Master Plan for a subtotal of \$232,500. In 2013, the \$50,000 for the ambulance was removed, as was the \$20,000 for the Transfer Station. The 6-wheeler was changed to \$140,000. making a subtotal of \$229,125. With the \$50,000 now removed in 2014 for the 6-wheeler, it was suggested that it might be a good year to insert the Mark Bucklin (Highway Supervisor) plan for the improvement of the Transfer Station. A discussion noted that the plan is to close the lower station.

It was shown that, at present, some years have jumped a lot. Mr. Milbrand felt that when a year goes up, it will give the committee a case for using Capital Reserve accounts or Lease/Purchase.

-4-
CIP Minutes
5/17/11

SPREADSHEET continued:

Mr. Favorite will update tonight's changes and also do another spreadsheet showing Mr. Hill's suggestions for comparison.

CIP ALTERNATES:

Mr. Campbell asked that the committee look for added alternates as, apparently, Mr. Gilbert cannot make many meetings and we may lose Mr. Favorite if he leaves for FEMA. Mr. Paradis will check the Planning Board to see if any of those members would be interested.

NEXT MEETING:

The next CIP meeting will be held on June 21st after we have 4 visits. Mr. Paradis and Mr. Capone are working on the history.

With no other business, D. Milbrand made a motion, second by S. Favorite, to adjourn at 9:05 p.m. The motion carried.

Respectfully submitted,
Jan Laferriere, recording secretary