

CAPITAL IMPROVEMENTS PROGRAM MINUTES  
August 16, 2011

**APPROVED as amended and clarified:**  
**9/20/11\_\_jrl\_\_\_\_\_**

AGENDA: CONTINUED WORK ON 2012 CAPITAL IMPROVEMENT PROGRAM

ATTENDING: Murray Campbell (Chairman), David Hill, Dan Paradis

ABSENT: Steve Favorite (FEMA), Don Milbrand (excused), Bob Gilbert (Alternate)

OTHER: Michael Capone (Town Administrator)

The meeting opened at 7:00 p.m. and was recorded as the secretary was on vacation

**MINUTES OF JULY 26, 2011:**

The following amendments were made:

Page 2, Line #34, 2<sup>nd</sup> line, replace “#” with “\$”. Page 3, #8, replace “Plyethelene” with “Polyethylene”.

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

**SPREADSHEET:**

The Spreadsheet was then looked at for any changes. The following was determined:  
Line #3, Heading = In the Replacement Year, the “t” is out of place; the columns should be adjusted.

Police:

#8, SUV = this is a 2010 not a 2007 vehicle and is a priority 2. It is to be replaced in 2015 not 2012. The replacement cost should be \$35,800 and the 2011 column should be left blank as it was purchased in 2010.

There were questions as to which cruiser is to be replaced and it was determined to skip this until the committee gets the figures.

#10, Cruiser 5 = the replacement cost and 2016 purchase do not match. It was felt that the committee should wait and ask the Police. Mr. Campbell explained that the Cruiser numbers coincide with the numbers given by Chief Lewis.

**SPREADSHEET continued:**

Public Works:

#13, 6 Wheel Dump Truck = Okay.

#14, 6 Wheel Dump Truck = this is a priority 3 not 4. Mr. Capone asked if this is a 2016 replacement. Mr. Hill stated that, in the written statements, this should be 2018. Replacement was to be a Capital Reserve with \$40,000. each year from 2015 until its purchase in 2018. Mr. Campbell will check on this with Mark Bucklin, Highway Superintendent.

#15, 6 Wheel Dump Truck = Okay.

#16, F-550 Truck = A discussion was held as to the replacement to be in 2015 not 2014. The committee changed this to a lease/purchase in 2014 with final payment in 2015.

#18, F-550 Truck = Mr. Hill thought that we were to purchase a truck every 3 years. Mr. Campbell will check with Mr. Bucklin.

#19, ¾ ton Pickup = Mr. Capone stated that Mr. Bucklin picked up the new pickup yesterday and he thinks that the purchase price will be around \$27,000. when they get the final figures.

#20, Backhoe = The current one is a lease/purchase. Leave as is.

#23, Grader = Okay.

#24, Vacuum Truck = Mr. Campbell stated that Mr. Bucklin hopes to get 5 more years out of this truck. Leave as is.

#25, 2001 Front End Loader = Okay.

#26, Rubber Tire Excavator = Okay. This will be a new item depending on the paving situation. Purchase should be in 2017 not 2016.

#27, Sidewalk Tractor = Mr. Capone stated that the Selectmen are looking at the possibility of one designed for this used as it would have a longer life.

#28, Sand & Salt Sheds = These are listed at \$80,000. It will be more if they go for the Poly. Shed, less for stick built. The committee determined to use the higher amount of \$100,000. for now.

**SPREADSHEET continued:**  
Public Works, #28 continued:

A discussion was held about the Transfer Station improvements. It is listed under Town General line #54. The committee determined that it should be moved to the Public Works section. Mr. Hill felt that the question on this is when it will happen, before or after the sheds. Mr. Campbell felt that the Transfer Station would come first with the sheds quickly thereafter. The committee looked at the list of things to be done and their time lines. Mr. Hill thought that we should list it for 2013 and bond it for #360,000. Mr. Paradis stated that we would need to show it as equal payments over 10 years. Mr. Campbell said that a bond moves it to Debt Payment, like the Ladder Truck, with a note on this line. A discussion was held as to how to figure the interest. Mr. Capone will do a dept schedule for 10 years starting in 2014. Mr. Campbell questioned what happens if this makes it less than the required \$10,000. cost and Mr. Capone and Mr. Paradis felt that the total cost requires it to be in the Capital Improvements Plan (CIP). A discussion followed as to separating into principal and interest payments, as has been done previously, and on the notes to add. Mr. Campbell asked if the committee should lump the sheds and the transfer station together. It was thought that it should and the bonding to include both projects. This should be \$360,000 for the transfer station and \$100,000. for the sheds for a total cost of \$460,000. to be listed in line #28 replacement cost.

#29, Road Paving = A discussion was held as to yearly costs. It was determined that \$300,000. is the base and can be adjusted each year as needed.

Water and Wastewater

As these are separate funds, the CIP committee does not have to track these unless tax dollars are required. It was stated that this is a marvelous facility; first class. A discussion was held as to the replacement of the lines in Central Square. The cost is estimated at \$1,500,000. The Selectmen approved \$40,000. for the initial Engineering Study. Mr. Capone stated that they are having more and more problems with leaks here and have just done a \$50,000. repair on a water line. Jeff Chartier, Water/Sewer Superintendent, intends to take this out of their Capital Reserve. The pipe was 100 years old and broke last October. The Department did its usual great job in getting this fixed. Mr. Capone stated that they are also considering the fact that Freudenberg NOK is expecting a 4% expansion each year and we need to keep up with that. Replacing the Central Square pipes along with the TE grant for Downtown will be less costly than to do this one break at a time. It is possible that more surveying will need to be done beyond that done for the TE. The committee discussed user fees and Mr. Paradis brought forward Mr. Chartier's proposal for funding: \$40,000 Capital Reserve, \$525,000 in a bond (it has not been specified if this will be user fees or some from general taxation), and the rest from grants. Mr. Campbell will ask for further figures on this. Right now it looks like a total of \$1,250,589.00.

**SPREADSHEET continued:**

Water and Wastewater continued

Sewer to the Lake was brought up and there is no new progress. We are paying \$5,000. a month for a lobbyist. The agreement was to do this for a year and then bring it to the voters to see if it should be continued. The lobbyist is trying to get this project onto the Federal Project List. There has been no success as yet. Mr. Paradis thought that this will be a 5 year project and Mr. Capone stated that, once on the list, it becomes a phase project. So far, the Project List keeps getting delayed. In the meantime, the committee is seeking any other funding that is out there.

#32, New Water Storage Tank = This is not a crucial item right now.

Mr. Campbell stated that he will see Mr. Chartier about the funding of the \$525,000. Again, Mr. Capone reminded the committee that projects here will not come to the CIP unless there is tax money involved. A discussion was held as to items that should be user fees versus those for taxation. Mr. Hill suggested a Reserve fee from taxation to keep the project on the table.

Fire:

#35, SCBA Air Compressor and #36, SCBA Masks = Okay. Mr. Paradis felt that these may be offset by grants.

#37, Ladder Truck = Okay.

#38, Engine 4 = Okay.

#39, Engine 2 = Okay.

#40, Ambulance 1 = Mr. Campbell stated that the committee did this line and line #13 according to the Budget Committee's request. It is a priority 1. Mr. Hill questioned the cost of \$245,000. we had been given previously. Mr. Campbell stated that this is due to the new Fire Chief who feels that \$150,000 is adequate.

#41, Ambulance 2, #42, Hydraulic Tools, and #43, Hydraulic Tools 2 = Okay.

#44, Pave Parking Lot = This is scheduled to be done this year.

#45, Suburban = Okay.

**SPREADSHEET continued:**

Fire, continued:

#46, 4-door Pickup = This is to replace the old Forestry truck. Mr. Campbell stated that, right now in winter, some of the men/women ride inside going out while other are riding outside. They switch for the ride back. Mr. Capone stated that the Selectmen may ask to take the funds from their Capital Reserve account of \$65,000. Mr. Campbell added that the Fire Chief was new last year and wanted to see the exact use of the vehicles before he made any requests. Mr. Hill stated that he would rather see the pickup on our list and to save the Reserve to help with the bigger vehicles.

#47, Station Remodel and #48, New Substation = Leave blank for now.

#50, Station Backup Generator = Mr. Capone said that this may still get purchased but to leave it as is for now.

#51, Rescue Unit Truck = Mr. Campbell stated that this vehicle does not get a lot of use. Mr. Hill questioned if it should be dumped. It was felt that it should be left as is and we can discuss it next year as it is not a high priority.

Town General:

Mr. Campbell stated that #54 Transfer Station Improvements was already discussed. He also wanted to leave #55, Town Office Renovations, and #56, Repair Old Town Hall, to later this evening.

#57, Master Plan Update = Mr. Campbell felt that a lot could be done in-house but no-one has come forward. We shall need some outside help so will need to keep some money before the people. Mr. Hill stated that he volunteered previously but will need some guidance. Mr. Paradis stated that we want to add a Chapter on Energy and one on Town Owned Buildings. Steve Whitman has offered his help and Mr. Capone has spoken with Mike Izzard, LRPC, but they need to know what the dollar figure will be available to give us what they can do for us. There are many Downtown changes so that section will need updating. The rest is okay as is.

#58, Update Appraisal Software = This has been done. We need to place a dash for the priority, change if to Appropriation, and leave the replacement cost blank.

#60, Downtown Improvements = This should come out.

#61, Transportation Enhancement = Has been done.

**SPREADSHEET continued:**

Town General, continued:

#62, Library Addition = the Library Friends are trying to raise \$200,000. in donations. Mr. Paradis stated that this will require another bond. Mr. Campbell stated that it will be under Debt Payments also. The committee placed \$800,000. in the replacement cost column.

#63, Water Street Recreation Facility: Place \$10,000 in 2011 with Appropriation as the funding source. Mr. Capone stated that they will be taking the Engineering plan to the Army Corps of Engineers on the 30<sup>th</sup>.

#64, Avery-Crouse Beach Improvements = Mr. Hill thought this to be a priority 3. Mr. Capone stated that some drainage needs to be done (he will ask Selectman, Joe Denning). Mr. Campbell felt that it was to try to create a solution when there are heavy storms. The swale and pipes are not maintained so the land floods and creates a sewer backup problem. This is also for better control of the water flowing out of the lake. Mr. Paradis mentioned that an engineering plan had been done previously. Mr. Campbell felt that we should just leave this on. Mr. Paradis agreed stating that it is the owners' problem but the town is interested in protecting the lake.

#65, Town Building Maintenance = Mr. Campbell explained that this has been added as a possibility. Mr. Paradis felt that it will be a bit of a hard sell. Mr. Capone said that it should be funded modestly and, when used to a certain level, we ask to have it replenished. It is useful as we do not have to find money in order to fix something. Mr. Capone has found that it works well in Canterbury. The Highway garage leak is a prime example. The cost is now \$14,000. but would have been less if it had been addressed when the leak first started. Mr. Paradis stated that the School District has this. It would help to fix things as they come up. Mr. Campbell suggested \$20,000. and then \$5,000 a year thereafter. Mr. Paradis would prefer to ask for \$20,000 and then replenish it whenever it has been used. Mr. Capone agreed that it is best to limit the amount. This would help if a furnace goes, a roof leaks, etc. If we don't spend it one year, we do not ask for more. Mr. Campbell thought this to be a good idea. We have not been successful in doing anything for the Old Town Hall even though the residents want to keep it. The initial sum is in question as it, alone, will cost more than this. The town owns the buildings; do we let them go to ruin or do we maintain them? Mr. Paradis said that we should set the requirement that it has to be approved by the Selectmen in order to use it and can only be used for repairs. Mr. Capone added that it will save money in the long run. Mr. Hill stated that we should start with \$20,000. This was then given a priority 1, the source to be appropriation, and done in 2012.

**SPREADSHEET continued:**

Town General, continued:

#56, Repair Old Town Hall = It was felt that the work on this building is over and above maintenance and should be left on. Mr. Capone stated that they need to get someone to analyze where the roof leaks are first. There is one over the safe which has softened the floor so that the safe is sinking. Mr. Bucklin is going to try to help with the moving of the safe. It was felt that Don Milbrand was to give us a list of the needs to get the Old Town Hall back in shape. Mr. Campbell stated that we are looking for guidance here.

#55, Town Office Renovations = It was felt that we need a discussion on this with more research/study done.

#59 Town Office Generator = This now comes out as we have the backup generator.

Mr. Hill expressed his frustration with the CIP as it gets us nowhere when we present it and our recommendations are ignored.

Mr. Campbell asked Mr. Hill if he is willing to do the written statement on the 2012 CIP. Mr. Hill agreed to do this and will bring it in for the committee to look at. He feels that he has no input as far as the Police cruisers go. Mr. Capone will check with the Police tomorrow. Mr. Campbell stated that we need the mileage of each and to know which one is to be replaced. Mr. Campbell stated that he needs more input on the Sand & Salt sheds/Transfer Station improvements and the Library. It was felt that we leave the Old Town Hall repairs separate as they are now. The Software and Town Hall general can come out. Mr. Hill asked about Water Street. Mr. Capone stated that we spent \$10,000 for the Engineering plan and Mr. Campbell added that he should say that the Engineering study is complete and we are waiting the Army Corps of Engineers for their approval.

Mr. Campbell asked Mr. Paradis about the historical data. He asked that Mr. Paradis get the numbers to him and he will get it done. He mentioned that Janice DellaCroce has helped us with this every year. Mr. Paradis was not sure that he will have everything by our next Tuesday's meeting. Mr. Campbell said that he will need it before the Sept. 20<sup>th</sup> meeting.

With no other business, D. Paradis made a motion, second by D. Hill, to adjourn at 10:00 p.m.

Respectfully submitted,  
Jan Laferriere, recording secretary