

CAPITAL IMPROVEMENTS PROGRAM MINUTES  
September 20, 2011

**APPROVED:**

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AGENDA: FINALIZE 2012 CAPITAL IMPROVEMENT PROGRAM

ATTENDING: Murray Campbell (Chairman), Don Milbrand, Dan Paradis

ABSENT: Steve Favorite (FEMA), David Hill (excused), Bob Gilbert (Alternate)

OTHER: Michael Capone (Town Administrator)

The meeting opened at 7:05 p.m.

**MINUTES OF AUGUST 16, 2011**

The following amendments and clarifications were made:

Page 1, Spreadsheet, Police, 2<sup>nd</sup> line, remove the second \$ sign. Page 2, #27 Sidewalk Tractor, 2<sup>nd</sup> line, replace “used” with “use”. Page 6, #64 Avery Crouse Beach, 4<sup>th</sup> line, replace “sewer” with “septic” and 5<sup>th</sup> line, replace “out of” with “into”.

D. Paradis made a motion, second by D. Milbrand, to approve the minutes as amended. The motion carried.

**MINUTES OF AUGUST 23, 2011**

D. Milbrand made a motion, second by D. Paradis, to approve the minutes as read. The motion carried.

**SPREADSHEET, REVISION H:**

Mr. Milbrand suggested that the members not include the Police cruiser mileage as this is never correct by the time we publish the report. He thought that we might keep track for the committee but not for publication. Mr. Campbell felt that it is useful information at some point in time for the committee. Mr. Milbrand mentioned that the one with the highest mileage may not be the cruiser that the Police Chief wishes to replace. The committee agreed to leave the mileage off the final publication.

Police: Line #8 SUV should be a priority 2 not 3; also #9 Cruiser 4. #10 Cruiser 5 should be a model 2011. A discussion was held as to whether this should be the model year or the year of purchase. It was found that #8 SUV should be a 2010 model. Also, the replacement years need to correspond to the spreadsheet replacement. Mr. Milbrand will adjust these.

**SPREADSHEET continued:**

Highway: Mr. Campbell asked why there is a 0.00 listed in the 2011 column of Line #13 6 Wheel Dump Truck. Mr. Milbrand explained that this is to show that the committee had it on their plan but it was not appropriated. Mr. Campbell agreed that we need to keep a tab of this for the committee at least. Mr. Milbrand stated that he can keep a separate tab of that for us. Mr. Capone asked why, for line #14 6 Wheel Dump, we show that it should be replaced in 15 years (2016) but the spreadsheet shows 2018. Mr. Campbell explained that we are trying to stretch it. It was found that #17 F-550 Truck should be a model 2009.

Fire: Line #41 Pave Parking Lot should be blank as it is no longer a priority 1. The replacement cost should also be blank. This will be determined if and when it needs paving again. #43 4-door Pickup (new item to replace the Forestry Truck) – it was decided to add a note 5 to explain this need and leave blank the replacement cost. The note will show that it is the Kaiser (1946) forestry truck replacement. Mr. Capone brought up #46 Station Backup Generator, explaining that Steve Yannuzzi (Fire Chief) has a grant in for this. There is a 30-60 day lead time and the money will be encumbered this year. Mr. Milbrand stated that we need to blank the priority and leave the replacement open. The grant is for a stationary propane unit and a discussion was held as to the need to perhaps have it built up a bit in case of flooding.

Town General: Line #57 Town Building Maintenance, Mr. Capone asked how this is to be shown on the Spreadsheet. Will it be \$20,000? every year? A discussion followed as the plan is to take \$20,000 the first year and then, each year, replace money used up to the \$20,000. Mr. Campbell thought that we might add another note. Mr. Paradis preferred to put in \$10,000 the following years and adjust it each year or add Note 4. It was determined to add it to Note 4.

Mr. Campbell asked if it is possible to include the title years to page 2 and Mr. Milbrand said that he will do so on the finished copy as the working copies continue to change where the page break is located.

Line #55 Water Street Recreational Facility – Mr. Capone stated that \$10,000 was encumbered last year and some has been spent. He added that the local Army Corps of Engineers in Franklin have given their okay but we are still waiting the okay from the regional facility (Concord, Ma.). It was determined to leave the 2011 column blank. Mr. Campbell asked how we should treat the rest of this. Mr. Capone stated that he does not have a figure. If it is approved, we then go to DES, go for grant money and then ask for any appropriation. It was determined to put this in a note.

Mr. Campbell felt that the rest of the Spreadsheet is okay unless Mr. Capone has something else. Mr. Capone was okay with the rest.

**NEW REPORT:**

History:

A discussion was held in connection with the Historical segment and it was determined that we should remove Water/Wastewater as these are enterprise funds that do not affect tax dollars unless they come to the town specifically for something. As for the problem when an item is appropriated in one year and spent in the next, this will be addressed by adding "Other inconsistencies arise because expenditures and offsetting revenue do not always occur in the same year". Mr. Campbell asked if we should do 10 years or from 2006 to 2010. It was determined to do 5 years. In the next paragraph, it was agreed upon to delete the middle sentences.

As to the census figures, it was felt that we should eliminate 2007 and list 2010 at 3,054 which is the actual census figure. From now on, we shall only add the next figure when we receive the actual figures.

It was also determined to eliminate the bar graphs. Mr. Milbrand will update the history spreadsheet.

David Hill's Update:

On page 15, it was felt that the back up generator needs to be deleted.

Mr. Campbell asked about the old safe at the Old Town Hall. Mr. Capone stated that it has been removed and is now in the Old Fire Station. At present, no-one has located the combination to it.

The Master Plan should be a priority 1 on the Spreadsheet with the replacement year left blank.

On page 19, the Avery Crouse Beach should be taken out. The Town Office and Police Dept. should be a priority 5.

**OTHER:**

2012 Meeting Schedule – Mr. Campbell asked the secretary to confirm a 2012 CIP schedule along the same lines as this year. She will see Ms. Lacasse for this.

Past Years – Mr. Campbell stated that next year we can recoup the data of the past years so as to give us a better explanation. He will send the data to Mr. Milbrand.

2012 Program Presentation – The CIP committee will present the 2012 plan to the Planning Board on September 28, 2011. They will then go to the Budget Committee on October 3<sup>rd</sup> and the Selectmen on October 13<sup>th</sup>.

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**OTHER continued:**

At this time, Mr. Campbell thanked the members for their support throughout the year and to Mr. Capone for attending and giving us additional input. The secretary was also thanked.

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

Respectfully submitted,  
Jan Laferriere, recording secretary