

CAPITAL IMPROVEMENTS PROGRAM MINUTES
March 20, 2012

APPROVED as amended & clarified:
4/17/12 __jrl_____

AGENDA: ORGANIZATION FOR 2013

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

ABSENT: Steve Favorite (excused), Bob Gilbert (Alternate - resigned)

OTHER: Michael Capone (Town Administrator), John Bianchi

The meeting opened at 7:02 p.m. Mr. Campbell stated that Mr. Favorite had to go to his daughter's tonight.

MINUTES OF SEPTEMBER 20, 2011

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

ELECTION OF OFFICERS:

D. Paradis made a motion, second by D. Milbrand, to nominate Murray Campbell as Chairman for another year. D. Hill made a motion, second by D. Paradis, to close the nominations. Both motions carried.

POSSIBLE NEW MEMBER:

Mr. Campbell explained that Mr. Gilbert has resigned from the committee. Mr. Campbell met John Bianchi 2-3 weeks ago, and Mr. Bianchi expressed a desire to become an alternate. He has worked for G.E. and for Bristol. Mr. Campbell introduced Mr. Bianchi to the committee.

Mr. Bianchi stated that he was born in 1933 in Montpelier Vt. and has been married for 56 years. He worked for G.E. for 8 ½ - 9 years and then for Dr. Cooper in Waltham, Ma. Mr. Bianchi came to Bristol in 1965. He joined the Fire Dept. in 1966 and became a Water Commissioner in 1968. He was on the Sewer Commission for 28 years when the Selectmen took Water and Sewer over. He is still on the Fire Dept. and has always had an interest in the town and in Capital Improvements. He believes in needs, not just wants. Mr. Bianchi lives on Green Street.

Mr. Paradis explained that the Capital Improvements committee is a sub-committee to the Planning Board and, therefore, they are the Board to appoint the members. Mr. Bianchi is to meet with the Planning Board on March 28, it was determined.

REVIEW TOWN MEETING RESULTS:

Mr. Campbell stated that David Hill had a problem with the use of the two Capital Reserves for the ambulance. Where we have had a negative feeling about Capital Reserves, Mr. Campbell felt that we should just get the ambulance now and go on from there. The ambulance to be replaced had a light front end and nothing can be done about replacing sections of it. If we hold on to a vehicle too long, we just end up spending for major repairs. He is glad that we got the ambulance despite some opposition.

Mr. Campbell also mentioned that he is sad that some people come and vote on a particular article and then leave.

REVIEW CIP FORMS:

Mr. Campbell had distributed a copy of the request form and of the memo to go with it. The committee looked these over and it was felt that they are fine except for a change in the date. Mr. Paradis asked if the form is on the internet. Mr. Capone stated that it is but not in the format for people to fill in and e-mail it back. He will speak with Ray Courchaine, our media contact, to see if this would be possible. Mr. Campbell asked that the requests be sent to the secretary and to him, if this can be done. The secretary will forward them to the committee members.

Mr. Hill asked how many responses we received back last year. Mr. Campbell felt that we only got 2 responses the year before but a better response this last year. Mr. Hill feels that we get the best input when the Department Heads come in and speak with us. Mr. Campbell would like to bring them in earlier this year so that we can get our part done in time to present the plan to the Planning Board in early Sept. and then to a joint meeting of the Budget Committee and the Selectmen in mid-Sept. He does not want a repeat of a call at 4:00p.m. at home where he is asked to cut it down.

Mr. Campbell stated that our next meeting is April 17 and he could get the forms completed by the next day and send them out to the Dept. Heads so that they can be returned to us by May 11th.

Mr. Campbell had made up a list of Department visits and their dates and asked Mr. Capone if he would check to see that the dates are okay for them. The proposed dates are: Public Works – April 20, Water & Waste Water – April 27, Fire Dept. – May 4, Police Dept. – May 11, and Library – May 18. All would start at 9:00 a.m.

Mr. Campbell would like the committee to have time for any necessary changes to be made. He felt that we could bring the Dept. Heads in to see us at the 2 meetings in July and then finalize the report in the 2 meetings in August. When asked if the committee agrees with this scheduled, they agreed and Mr. Milbrand thought it would work well as we (the committee and the Dept. Heads) are all better educated with the process.

FORMS continued:

Mr. Campbell asked when Mr. Hill will be away and was told either side of Memorial Day. Mr. Hill stated that he is more interested in having the Dept. Heads in. He feels that the major issue this year will be the Highway. Mr. Campbell will check the Departments. When asked, he stated that the tours usually go from 9:00 a.m. to noon.

Mr. Campbell then stated that the forms for the town only need the date changed. He will read through the memo to see what might be needed there. Mr. Campbell asked about the possibility of a spread sheet or power point that shows what happens when we have deferrals. Mr. Hill answered that we have done this before with no impact. He added that, in 2016, we will have 3 items come due but no-one wants Capital Reserve. Mr. Milbrand thought that we might be able to ease them into it, especially as Police Chief Lewis mentioned at town meeting that he would prefer this so that he could purchase the new cruiser as they need it and not on a yearly basis. Mr. Milbrand is not willing to give up on Capital Reserves just yet. A discussion followed.

REVIEW PRIORITY 1 ITEMS:

Mr. Campbell stated that these items are: Police cruiser (maybe), 6 Wheel Dump (lease/purchase), Vacuum Truck (Capital Reserve), Road Paving including sidewalks (Appropriation), Fire Dept. Suburban (Appropriation), Old Town Hall (?), Master Plan Update (Appropriation), Water St. Recreation Path (Appropriation), Town Building Maintenance Fund (Appropriation).

Mr. Hill feels that the Transfer Station is the chief item. The 6-Wheeler is to be purchased in 2014. He feels that, again, with things being taken out of the plan we set up, everything will bunch up. Mr. Campbell asked if the last 3 years budgets have remained about the same and Mr. Milbrand answered in the affirmative. He added that it is hard to determine as revenues change as well as interest rates.

Mr. Campbell then stated that he understands that the school budget may have as much as \$600,000 left over and he asked how this shows up. Mr. Capone explained that the school is different than the town. They set the calculations for the towns in July. Any adjustments are made for the Nov. – May payments and the balance is in the June payment. They spread any overages into the Nov. – May payments per an RSA. The town uses their overages, if any, to apply to the tax calculations for the following year.

PRIORITY 1 continued:

Mr. Hill asked how and when the taxpayers see the school overage and Mr. Milbrand stated that it is spread over time. Mr. Capone stated that it is a cash flow thing where the Selectmen can use any surplus to drop the tax rate. The school is not allowed to do that. Mr. Hill questioned why we can use surplus for land but not for the pipes for water and sewer. Mr. Capone explained that the water/sewer funds are set up different. As to Capital Reserve spending, if it is set up stating that the Selectmen are the agents to expend, they can use it as they feel necessary. If that stipulation is not included, they must bring it to the voters to spend it.

OTHER:

Mr. Campbell distributed an article from the Union Leader which speaks of the problems getting call firemen anymore. He asked the secretary to get a copy to the Fire Chief. Mr. Bianchi asked to speak and then stated that, when he joined the Fire Dept., IPC (now Freudenberg) insisted that the 9 call Firemen go. In the last 75 years, there have been a paid group of 20 – 25 volunteers. Over the years it has become what it now is – they want more money. Training used to be local but now has State and Federal regulations involved. The State mandates training.

Mr. Campbell stated that he understands that, right now, Ambulance 2 and Engine 4 are down. This was verified.

Mr. Campbell mentioned that Road Paving was dropped to \$200,000 and Mr. Capone added that he has yet to find where they can cut the \$153.00 but want to leave the Highway as a last resort. A discussion followed. Mr. Campbell stated that the Fire Chief may be able to stretch the suburban out awhile. Mr. Hill mentioned the forestry truck and said that they know of a guy who wants the old one if they replace it.

The Old Town Hall was mentioned and it was said that the floor has not been repaired (after removal of the old safe) due to the roof leaks. Mr. Bianchi feels that the building has gone past its recovery time. More discussion.

The Master Plan that the CIP had at \$15,000 was cut by the Selectmen to \$10,000 and by the Budget Committee to \$5,000. The Budget Committee feels that we can do this with \$5,000 a year until it is done.

As to the new recreation path, Mr. Capone reported that they still do not have the final approval from the Army Corps of Engineers. We needed 200' – 300' to be an engineered plan. We have given them a new detailed plan which they are now reviewing. The bulk of the trail, except for this engineered section, can be done by the Snowmobile club. We will get no money from the Army Corps of Engineers for this.

-5-
CIP Minutes
3/20/12

OTHER continued:

Mr. Capone explained that an attachment has been purchased for the sidewalk tractor so the attendant no longer has to run it backwards. As far as the transfer station, the Highway Dept. can do a lot of the work as we get money for it.

NEXT MEETING:

Our next meeting will be April 17 at 7:00 p.m. We shall finalize the data request form and the memo and begin setting the numbers for 2013 – 2016.

With no other issues to come before the committee, D. Milbrand made a motion, second by D. Hill, to adjourn at 8:40 p.m.

Respectfully submitted,
Jan Laferriere, recording secretary