

CAPITAL IMPROVEMENTS PROGRAM MINUTES  
May 15, 2012

**APPROVED as amended & clarified:**  
**6/19/12\_\_jrl\_\_\_\_\_**

AGENDA: WORKSHOP – REVIEW TOURS, CAPITAL REQUEST  
FORMS SUBMITTED & UPDATES

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

OTHER: Michael Capone (Town Administrator)

Meeting opened at 7:03 p.m.

MINUTES OF APRIL 17, 2012: The following amendments and clarifications were made: Page 2, 5<sup>th</sup> paragraph, last line, replace “Carbon Dioxide” with “carbon dioxide”. 6<sup>th</sup> paragraph, last line, replace “chips” with “pellets”. 7<sup>th</sup> paragraph, 1<sup>st</sup> line, replace “gas emission” with “N. H. air quality”. Page 3, 3<sup>rd</sup> paragraph, 5<sup>th</sup> line, replace “start” with “begin” and replace “needed for any review of the” with “to review current Capital requests with”. Page 4, 2<sup>nd</sup> paragraph, 3<sup>rd</sup> line, following “behind” add “replacing Capital items.” Eliminate the next sentence and replace with “Resultingly several Capital items cost the town additional unnecessary repair costs.” 5<sup>th</sup> line, replace “to” with “should”. 4<sup>th</sup> paragraph, 3<sup>rd</sup> line, replace “give” with “giving”. 4<sup>th</sup> line, replace “be” with “get the town departments” and replace the last “them” with “the CIP”. Selectmen, 1<sup>st</sup> line, following “out” insert “of the budget” and after “yet” add “as required by town meeting vote.”

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

MINUTES OF APRIL 27, 2012: The following amendments and clarifications were made: Page 1, Sidewalk Tractor, 4<sup>th</sup> line, replace “new tractor with” with “specialized sidewalk”. Last line, replace “boomer” with “boom”, “receive” with “pay”, “for” with “to” and “renting” with “rent”. Next paragraph, 5<sup>th</sup> line, replace “Vignalli” with “Vignale” and “architect” with “engineer”. Following paragraph, last line, replace “Caboda” with “Kubota”. Page 2, 1<sup>st</sup> paragraph, 2<sup>nd</sup> line, replace “purchase” with “replacement”. 4<sup>th</sup> line, replace “waiting” with “awaiting”. 5<sup>th</sup> line, replace “5” with “15” and delete “replacing each every 15 years.”

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MINUTES OF APRIL 27, 2012, PAGE 3, continued:

Backhoe: 2<sup>nd</sup> & 3<sup>rd</sup> lines, delete everything from “this piece by working” and replace with “the backhoe for replacement based on years of service. It is now scheduled based on hours of operation. Grader, 3<sup>rd</sup> line, following excavator, insert “with rubber tracks”. Page 4, 1<sup>st</sup> paragraph, 1<sup>st</sup> line, delete first sentence beginning with “Mr. Hill asked” Replace with “Mr. Hill asked what preparation was needed to move the dumpsters to the proposed sites.” 2<sup>nd</sup> paragraph, last line, replace “Polyurethane” with “polyethylene”. Last paragraph, 3<sup>rd</sup> line, delete “old”.

J. Bianchi made a motion, second by D. Hill, to approve these minutes as amended. The motion carried and a discussion ensued about the sidewalk tractor and what was needed.

MINUTES OF MAY 4, 2012: The following amendments and clarifications were made: Page 1, 1<sup>st</sup> paragraph, 5<sup>th</sup> line, before “Ashland” insert “Plymouth, Franklin and”. Following “Ashland” change “takes” to “take”. 6<sup>th</sup> line, replace “residents” with “customers”. 2<sup>nd</sup> paragraph, 2<sup>nd</sup> line, replace “a shrink wrap” with “shrink-wrapping”. 3<sup>rd</sup> line, replace “affluent” with sludge”. 4<sup>th</sup> line, replace “remaining affluent” with dewatered sludge”. 5<sup>th</sup> line, replace “\$45.00” with “\$55.00”. 7<sup>th</sup> line following “us” insert “, it goes to Merrimack for composting then”. 8<sup>th</sup> line, following “year” insert “to meet the SQC (Sludge Quality Certification) requirements.” Replace “BFD;s which monitor” with “VFD’s (variable frequency drives) installed”. Last paragraph, 1<sup>st</sup> and 2<sup>nd</sup> line, replace “fluids are” with “effluent is”. 4<sup>th</sup> line, replace “Liquid” with “Effluent”. Last line, replace “liquid” with “Effluent”. Page 2, 1<sup>st</sup> paragraph, replace last sentence with “This is recorded on the monthly report along with all required testing results and is sent, via computer, on a monthly basis to DES and EPA.” 3<sup>rd</sup> paragraph, last line, add “/cell and or the on call person’s cell phone.” 4<sup>th</sup> paragraph, 2<sup>nd</sup> line, replace “McNally” with “Vignale” and add “from KV Partners”. 7<sup>th</sup> line, replace “money” with “approval”. Last paragraph, 3<sup>rd</sup> line, replace “any” with “anyone” and replace “attach to it” with “wanted to attach to it or extend the line would need to negotiate reimbursement to Mr. Hughes,”. Page 3, 2<sup>nd</sup> paragraph, last line, replace “chlorine” with “Sodium Hydroxide”. Place “well” in front of the first “pump”. Place “tank and chemical feed” in front of the second “pump” and following it, insert “with a safeguard that regulates this.” 3<sup>rd</sup> paragraph, 2<sup>nd</sup> line, delete sentence beginning with “Once a month”.

D. Paradis made a motion, second by J. Bianchi, to approve the minutes as amended by Jeff Chartier’s bold print. The motion carried with 1 abstention.

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MINUTES OF MAY 11, 2012: The following amendments and clarifications were made: Page 1, Engine 4, 2<sup>nd</sup> line, replace “of” with “off”. 5<sup>th</sup> line, replace “fried” with “failed”. 6<sup>th</sup> line, replace “fried” with “repaired”. 8<sup>th</sup> line, replace “engine fried” with “wiring fried”. Ambulance 2, 2<sup>nd</sup> line, replace “will become” to “will then become”. 3<sup>rd</sup> line, replace “globe” with “glow”. 4<sup>th</sup> line, following “Ambulance 1” delete “but”. Page 2, 4-Wheel Pickup, 7<sup>th</sup> line, replace “use a trailer” with “use the forestry trailer”.

Mr. Campbell asked about adding a paragraph to emphasize what we were saying about town facilities and Mr. Paradis stated that he felt that this did not belong in the minutes.

D. Hill made a motion, second by J. Bianchi, to approve these minutes as amended. The motion carried.

CAPITAL REQUEST FORMS: Mr. Campbell asked if any of the Capital Request forms have been received. The secretary had not received any. Mr. Capone will remind the Department Heads.

MR. HILL’S SUGGESTION: Mr. Hill put in a suggestion to even out costs with Capital Reserve funds. He used Public Works as an example showing the equipment that is slated to be purchased over 4 years. He added up those costs and then divided that cost by the 4 years. This gave an even amount of \$200,000. a year. By doing this each year, the items to be purchased are covered and the balance goes into a Capital Reserve account to be used for purchases in the next 3 years so that we are not hit with a major purchase by year 4. The CIP committee will be looking into this idea further.

CIP DISCUSSION OF THE THREE TOURS:

Mr. Hill brought up the transfer station revamping and thought that it should be done in annual phases. Mr. Campbell stated that we can discuss this with Mr. Bucklin (Public Works Superintendent) in July. A discussion followed as to cutting into the hill and Mr. Campbell said that he will mention this to Mr. Bucklin. He added that he questioned the sidewalk tractor that is needed. Mr. Capone felt that we may have to make do with what we have. Mr. Hill thought that we should get another Kubota with a plow and thrower. Mr. Campbell did not see the need of a 6’ wide plow if the sidewalks are narrower.

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DISCUSSION OF THE THREE TOURS continued

Mr. Campbell felt that we should adopt Mr. Hill's suggestion for now and reserve judgment until we hear from the Department Heads. He asked about using the suggestion for the cruisers and Mr. Hill felt that we should stick with the present plan of one a year for now. He suggested that we use it for Highway first and then the Fire Dept. Mr. Paradis stated that the cruiser has 160,000 miles on it and purchasing one a year is okay with him. Mr. Campbell felt that we might move the Suburban out some. Mr. Hill suggested that we might want to raise the cost to be considered a CIP item. The Jaws of Life should be in the Fire budget, he felt. We need to determine purchases as reserve accounts or bond items. Mr. Campbell stated that we might want to have some dialogue with the Budget Committee.

A discussion ensued as to the Old Town Hall and if Mr. Dingman and the HDC can do anything for the Planning Board in getting grants. He can only get one grant per year but will see what he can do.

NEXT MEETING: Our next meeting will be on May 18<sup>th</sup> at 8:00 a.m. for the Police Tour (meet at the front door) , followed by the Library tour and our regular meeting on June 19<sup>th</sup>.

With no other business, M. Campbell made a motion, second by J. Bianchi, to adjourn at 8:53 p.m.

Respectfully submitted,  
Jan Laferriere, recording secretary