

## CAPITAL IMPROVEMENTS PROGRAM MINUTES

August 21, 2012

### **APPROVED:**

8/29/12 \_\_jrl\_\_\_\_\_

AGENDA: WORKSHOP

ATTENDING: Murray Campbell (Chairman), John Bianchi, Steve Favorite,  
David Hill, Joseph Lukeman, Dan Paradis

ABSENT: Don Milbrand (excused)

OTHER: Michael Capone (Town Administrator)

Meeting opened at 7:04 p.m.

### **MINUTES OF JULY 24, 2012:**

The following amendments and clarifications were made:

Page 1, Water/Wastewater, Downtown Project, delete the first sentence. Page 2, first paragraph, 1<sup>st</sup> line, delete "1990" and following "Station" insert "last updated in 1990". Replace "500 Gallon Storage Tank" to "500,000 Gallon Storage Tank" and in the next line replace "for a fire" to "extinguishing fires". Vehicles, 1<sup>st</sup> line, replace "2000" with "2007". 2<sup>nd</sup> line, insert "Chevy dump truck" following "1983". In the next line, insert "2008" before "backhoe". Police, 1<sup>st</sup> paragraph, 2<sup>nd</sup> line, replace "\$11,025." With "\$1,125.". Last paragraph, last line, replace "then" with "when". Page 3, next to last paragraph, last line, change to read "54 miles per gallon compared to a cruiser's 16." Page 4, 1<sup>st</sup> paragraph, 2<sup>nd</sup> line, following "Needs" insert "Study".

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

### **BUDGET COMMITTEE VISIT:**

Mr. Campbell explained that he had visited the Budget Committee last night where he presented an overview of projected costs of 2013-2017. He mentioned that the Budget Committee should look beyond the coming year in order to know what costs are coming up. Mr. Campbell did not feel that the Budget Committee was open to this. They prefer to pay the full cost in the year that the item is actually purchased. They do not favor Capital Reserve accounts due to low interest and one member expressed the Fairness Policy --- that people should only have to pay for items that they are here to use.

**BUDGET COMMITTEE VISIT continued:**

The Budget Committee did not seem to understand that Capital Reserve accounts allow for better distribution over time, to allow for better preparedness with unforeseen or unplanned costs, and how they help to prevent spikes in tax rates. Another member thought that the CIP efforts are generally appreciated but that very few CIP recommendations have been accepted. Mr. Campbell did not feel that this is true. Though the CIP committee was not experienced in the beginning, there were also many deferrals were made and that the major proposal to move the Town offices to the Old Town Hall was voted down.

Mr. Campbell expressed his disappointment in never hearing back the results of what the CIP had recommended. This was learned in little bits over time. He feels that the CIP committee gives a full report and they deserve a full report in return. He also would like to see more support for the recommendations at Town Meeting.

With all of this in mind, Mr. Campbell asked the CIP committee if they thought that it would help with understanding if we present 2 spreadsheets this year. One would show what happens to the tax rate if all items are purchased at the full cost and the second would show what happens when Capital Reserve accounts and lease-purchases are used.

The CIP committee then discussed Capital Reserve accounts and gave Water/Sewer as an example of how they work well for them. Mr. Campbell mentioned that when Kevin McCaffrey of Londonderry came in to visit us, he stated that they use them all the time. Mr. Favorite mentioned that it seems that the Budget Committee does not take into account the offset monies received. Mr. Hill said that he agrees that the 2 spreadsheets might help.

Mr. Campbell then noted that Engine 4 is in poor shape. It is the first engine out for all fires outside of Bristol; Engine 2 is the first out for fires in Bristol. Engine 4 has the largest tank. Mr. Bianchi stated that it takes 18-24 months to get a new engine once you order it.

It was mentioned that there is a requirement to repair the roof of the Highway shed and they have awarded the contract for \$13,600.00. Mr. Campbell questioned if this should be in the CIP report. Mr. Capone stated that it is a part of the 2012 budget (#4311-431).

**INTRODUCTION:**

The proposed CIP Introduction was looked at. Mr. Lukeman asked why it says that the Water/Sewer is not included in our plan when we have discussed some items. Mr. Paradis stated that they are not on our spreadsheet and Mr. Campbell explained that they are enterprise funds but that occasionally the town is asked to contribute to an item as it benefits the whole town. The CIP committee agreed that the Introduction is fine. When asked, Mr. Campbell stated that the Table of Contents will be on page 1 and the Introduction on page 2.

**SPREADSHEET:**

It was determined that we should do the 2 spreadsheets: Exhibit 1 to be per the Department Heads requests. Exhibit 2 would be what the CIP committee would like to see. The committee then discussed the frustration they feel after they work so diligently. Mr. Campbell stated that he would like all members of the committee to attend the presentation to the Budget Committee.

The committee then discussed sidewalks, stating the deplorable condition of some of them.

Mr. Favorite would like a wider research for the purchase of trucks (going to Macs, Freightliners, etc.). Mr. Paradis felt that this is interesting but we have no authority when it comes to what is purchased; we are charged with setting up a plan that includes all Department Head requests.

**EXPLANATIONS:**

The committee went over the proposed explanations. A few changes were suggested. Mr. Hill will add the thought of why we are looking to purchase another backup generator. He will also say something in regard to the Transfer Station Improvements that will make it more efficient, more effective, and for a safer layout. Mr. Favorite asked if including Hebron has been an income help. Mr. Capone answered that it has not impacted the roll-offs and it does make us money.

The Engine 4 Pumper Truck was changed to a priority 1 with the establishment of a reserve fund in 2013 and contributing \$125,000 each year toward its purchase in 2015. For the Fire Station Back Wall Repair, Mr. Hill will contact Fire Chief Yannuzzi for a cost estimate. The explanation of the Old Town Hall Repairs was revised to simply state that we are waiting a report for the study committee and make no recommendations at this time. The Avery-Crouse Improvements is to be deleted for now.

-4-  
CIP Minutes  
8/21/12

**EXPLANATIONS continued:**

When Mr. Hill makes the changes to the explanations, he will e-mail them to Mr. Campbell and to Mr. Favorite. They will then work over the 2 spreadsheets to bring to next Tues. night's meeting.

**NEXT MEETING:**

The next meeting will be held on August 28, 2012 at 7:00 p.m. It is another workshop meeting and Mr. Campbell charged the members to bring notes, questions, and ideas.

With no other items to discuss, D. Paradis made a motion, second by J. Bianchi, to adjourn at 9:00 p.m.

Respectfully submitted,  
Jan Laferriere, recording secretary