

CAPITAL IMPROVEMENTS PROGRAM MINUTES

August 28, 2012

APPROVED:

4/16/13 __jrl_____

AGENDA: WORKSHOP

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

ABSENT: David Hill (away)

OTHER: -----

Meeting opened at 7:05 p.m.

MINUTES OF AUGUST 21, 2012:

S. Favorite made a motion, second by D. Milbrand, to accept the minutes as read.

DAN PARADIS' INTRODUCTION:

Mr. Campbell stated that the introduction is fine as read.

DAVID HILL'S EXPLANATIONS:

Mr. Campbell stated that page 9 is fine as is.

PUBLIC WORKS:

The back-up generator should be on Town General and not in the Police section.
The Committee agreed.

Road Paving: It should note \$305,000 for 2013 and then \$300,000 per year after that.

Sidewalks: Mr. Bianchi stated that it is \$50,000 for 2013. Mr. Campbell felt that it should say an appropriation of \$50,000 starting in 2013. The Committee agreed.

1998 6-wheel Dump Truck: Mr. Campbell stated that it should say that we recommend a lease-purchase for 2013 and 2014.

Sidewalk Plowing & Sanding Tractor: The Committee discussed the purchase. Mr. Paradis felt that we were told that it is in the \$100,000 range for a Kubota. Mr. Campbell stated that this is to replace the Kubota as it did not hold up. We are recommending a lease-purchase for 2013 & 2014. It was determined to add "It will also be used for mowing where we hire that out at the present time."

EXPLANATIONS continued:

Transfer Station: Mr. Campbell stated that, as this is an estimated \$549,000 total, he put in \$54,900 a year for 10 years. Mr. Milbrand stated that we do not have a real firm plan yet. He feels that we can do a partial. Mr. Favorite asked if we ever got an actual cost and Mr. Milbrand answered that we have only received a series of estimated quotes.

2007 F-550 Ford Truck: Mr. Campbell said that it is set at \$114,000 for 2014.
2009 F-550 Ford Truck: Okay.

1988 Vacuum Truck: Mr. Campbell mentioned that if a used truck is purchased, we must have the money to pay right then. Therefore, we have spread the cost.

2001 Front End Loader: Mr. Campbell said that this is changed to a lease-purchase at \$65,000 a year in 2016 & 2017. Mr. Bianchi thought that the cost sounds low. Mr. Lukeman felt that the purchase is out in the future so it can be revised later when we check a firm cost.

Rubber Truck Excavator: Mr. Favorite felt that \$80,000 could be a shot in the dark. Mr. Bianchi felt that a used vehicle usually has more problems with it than what it is worth. Mr. Campbell felt we should leave this as is and the Committee agreed.

The rest for Public Works is fine.

FIRE DEPARTMENT:

Engine 4 Pumper Truck: Mr. Campbell stated that we have this as a Capital Reserve account for \$125,000 each year; 2013, 2014, & 2015. The Ladder Truck payments end in 2015. Mr. Favorite asked the figure of the Ladder Truck payments and Mr. Milbrand stated that they are just under \$94,000.

Chief's Command Vehicle: Mr. Campbell stated that it was actually due for replacement in 2012 and we suggested extending it's life 2 years.

Ambulance 2: Mr. Campbell stated that we are recommending a lease-purchase of \$80,000 in 2016 & \$85,000 in 2017.

The reset of the Fire Department items are fine.

TOWN GENERAL:

Town Building Maintenance: Mr. Campbell explained that we have \$8,096. left over so are only to replace up to \$20,000.

EXPLANATIONS continued:
TOWN GENERAL continued:

Master Plan Update: Mr. Campbell stated that we are asking \$20,000 in 2013 and again in 2014.

Recreation Path: We are asking \$20,000 in 2013.

It was determined to leave the town offices as is.

OTHER:

Mr. Campbell mentioned that Mr. Paradis reminded him that he should not do a complete booklet until after the presentation to the Planning Board. He will just do the pages for now.

Mr. Favorite stated that we need to get the Budget committee to see how they would do the purchases. He talked to a person in Peterborough and they suggested getting the Budget committee involved. They have some Budget Committee members on their CIP committee which has helped. Mr. Campbell has come up with a suggestion to ask the Budget members their method of purchase. It would have a list of all of the items to be purchased and the amount of cost. There would then be columns listed for the members to check off: Buy Outright, Lease-Purchase, Bond, Capital Reserve, Don't Buy. Mr. Campbell felt that there would be 11 items.

Mr. Campbell also wants to do a blow-up version of what happens if we purchase items at full cost in the year it is due to be bought. He would also show them the difference using our proposal.

The committee looked over our proposal and Mr. Lukeman suggested that we flip the ambulance 4 numbers: \$85,000 in 2016 and \$80,000 in 2017 to even out the bottom line better. Mr. Campbell felt that we should look at others for this type of change. Mr. Milbrand suggested doing the Rubber Track Excavator as \$40,000 in 2016 and \$40,000 in 2017. Mr. Lukeman thought that a 3-year span would make the numbers even better: \$30,000, \$30,000, and \$20,000. The committee agreed to this. The committee then discussed what happens if Engine 4 fails. Mr. Bianchi suggested that they talk to the Budget committee Chairman before presenting the suggested plan for getting the members on board. Mr. Milbrand suggested that using the change of the tax rate with the bottom line totals would be better than using percentages of increase. The committee agreed and Mr. Milbrand will do this.

OTHER continued:

Mr. Bianchi asked how soon fill will be needed for the Public Works Transfer Station. The committee discussed digging behind the present Town Office/Police Station and Mr. Favorite stated that some of the Police Officers (with CDL licenses) have offered to help.

Mr. Campbell stated that the notes on the Budget committee plan should be removed and placed on the final Spreadsheet that Mr. Milbrand is doing. Mr. Lukeman asked why we do not have the year of the Forestry Truck. No-one seemed to know the actual year. Library will go with Note 3 and it will also include replacing the SUV with a 4-door pick-up. The Police is under Proposed Debt Payment. Note for the Vacuum Truck should show a possible used vehicle but would need funds right away. Transfer Station – Debt Payment as listed? Mr. Milbrand will say estimated. It was determined to say the Forestry Truck is Antique.

Mr. Campbell asked if Mr. Milbrand received Mr. Paradis' Historical information and he answered that he had. Mr. Campbell asked that Mr. Milbrand e-mail everything to him.

NEXT MEETING: Mr. Campbell stated that he and Mr. Favorite will put tonight's work together and we shall present it to the Planning Board on September 12th. If they have any changes to be made, we shall meet Sept. 18th. If they approve what we present, we shall not have to meet until we present it to the Budget Committee.

As to the booklets, Mr. Campbell ate the whole bill last year but he cannot do so this year. The committee felt that he should not do so and felt that we should have funds enough for this.

Mr. Campbell thanked everyone for their hard work. Mr. Milbrand stated that Mr. Capone, Town Administrator, sent his apologies for not attending tonight but he had a conflict.

Mr. Paradis asked to get copies of the pages before the Planning Bd. meeting for them to look over. Mr. Campbell and Mr. Favorite will try.

With no other business before the committee, D. Milbrand made a motion, second by D. Paradis, to adjourn at 8:30 p.m.

Respectfully submitted,
Jan Laferriere, recording secretary