

Capital Improvements Program Committee (CIP)

MINUTES

OCTOBER 20, 2022

APPROVED: April 24, 2023

AGENDA: FINAL 2023 WORKSHOT
NEW MEMBERS DISCUSSION

ATTENDING: Randall Kelly (Chair), Don Milbrand (Vice Chair), Steve Favorite

ABSENT: John Bianchi, Joe Lukeman

OTHERS: Christina Goodwin (Land Use Manager), Paul Regan, Daniel Kenney

Chair Randall Kelley called the meeting to order at 7:06 pm with quorum present.

OLD BUSINESS:

2023 Narrative - Ms. Goodwin explained that the Narrative was approved at the last meeting and emailed to Mr. Milbrand for review and comment. She asked if there were any further edits or comments for discussion. Mr. Kelley asked for clarification regarding the sidewalk plow lease term. It was confirmed that the lease would be good through November 2023 and options were being reviewed about extending the lease for 1 month allowing for ample time to research and prep for replacement in 2024. The Committee agreed that the Narrative was fine as is and ready to be presented to the Planning Board, Select Board and Budget Committee. Ms. Goodwin stated that Narrative will also be included in the 2023 Town Report submission.

NEW BUSINESS:

2023 WORKSHEET REPORT - The Committee reviewed the final draft of the worksheet which was updated from previous meeting discussions. Ms. Goodwin mentioned there were some projects being discussed by Select Board coming in late to this process that the report did not reference and some new proposed warrant articles for Capital Reserve accounts, including one for the Highway Department to aid in the Danforth Brook Bridge Project. Mr. Milbrand and Ms. Goodwin added that these were not yet finalized but the intention was to also have a capital reserve to cover a culvert maintenance program and a tree maintenance program.

The Committee members answered a few questions from Mr. Regan and Mr. Kenney who were attending the meeting as potential new members. Mr. Regan asked why there was a need for seven (7) police vehicles if there were not seven (7) officers on duty each shift. Mr. Kelley stated that vehicle maintenance schedules and vehicle rotation were key factors for the number of vehicles. Others remarked that the canine unit was a special unit exclusive to the canine officer and dog and added that the Chief's vehicle is used only by the Chief as well. So, in reality, there were only five (5) vehicles in rotation for the officers.

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2023 WORKSHEET REPORT – continued

Chairman Kelley stated he would still like to see a change in the future to 7-year replacement schedule rather than the current 6-year schedule. Ms. Goodwin stated it would not work to start this year but the Committee could consider for future reports. She reminded the Committee that they had asked Department Heads about maintenance schedules and annual costs.

With no further discussion or comment, Mr. Milbrand motioned to approve the Final 2023-2033 Report. Mr. Favorite seconded. The motion carried 3-0-0.

Ms. Goodwin confirmed the presenters of the 2023 CIP report as Chair Randall Kelley for the Planning Board on October 26th, as Don Milbrand for Select Board on November 3rd, and as Don Milbrand with Ms. Goodwin as back-up for Budget Committee on November 15th.

NEW MEMBERS - Ms. Goodwin explained that Mr. Kenney and Mr. Regan have an interest in participating on the CIP Committee next year and were invited to attend tonight to meet the members and view the Committee process. She reviewed the next steps that would be necessary for appointment to the Committee. She explained that typically appointments are through the Select Board but with the CIP Committee operating as a sub-committee of the Planning Board, there may be an extra step involved for appointment.

Mr. Kenney and Mr. Regan talked a little about their backgrounds and interest in participation on the Committee. The typical CIP meeting schedule was discussed, and both candidates were encouraged to apply for appointment.

MINUTES:

The minutes of September 22, 2022 were reviewed and amended. Mr. Favorite moved to accept the minutes as amended. Mr. Kelley seconded. The motion carried 1-0-2. Mr. Kelley and Mr. Milbrand abstained due to absence at this meeting.

NEXT MEETING: The next meeting will be scheduled for election of new officers in March or April 2023 following Town Meeting. Members will be notified.

ADJOURNMENT: With no other business, Mr. Favorite motioned to adjourn. Mr. Milbrand seconded. The motion carried 3-0-0 and the meeting adjourned at 7:41 pm.

Respectfully submitted,
Janet Cote
Land Use Associate