

Capital Improvement Plan (CIP) Committee  
Minutes  
Tuesday, November 24, 2015  
6:30 p.m.

**Committee Members Present:** Chairman Frank Lombardi, Michael Carifio, Alan Theodhor, Everett Kennedy, Rick Wright, Bill Robinson

**Department Heads and Community Members Present:** Police Chief Ed Samson, Director of Public Works Shawn White

Meeting called to order 6:30 p.m. **Meeting minutes of November 17<sup>th</sup> were approved. Alan motioned and Rick seconded. All in favor, motion carries.**

**POLICE**

Ed says everything pretty much the same. They used capital reserve to purchase new vehicle. Instead of using cap res for new radio, they incorporated that into budget. Want to use cap res money toward next vehicle. 2016 radio replacements were funded by 2 rounds of state grants. All radios in good condition, should be set for a while. No big ticket items in 2016, just keep cap res the same and open it back up for vehicle.

Body cameras are becoming a big thing right now. Frank said CIP is looking at items over \$3,000. Ed says to outfit the whole PD you'd be well over that cost. Ed said equipment budget wouldn't cover the price of the body cameras. His goal is 2017. They got one to test, looking to get second one just to see which kind they like. Ed sees laws mandating these cameras in the future, so looking ahead. Sooner the better, he says. Currently they have 3 cruisers. 2015, 2013, 2011. Ed's goal is four year rotation with cruisers. Last retired cruiser went to fire department. One of the other things Ed has slated for old cruiser is for new officers to attend training, taking that vehicle. That cruiser has roughly 110,000 miles on it.

Trailer speed sign is in for 2018. Keeps getting bumped down the list of priorities. If there comes a time it would be beneficial for the town. They had talked about borrowing from other towns. Cost of item would be \$12,000 total, town would probably have to pay half and could get grant for other half. Building costs have been addressed so not an issue anymore. Some little things are still needed to finish up the police station. Detail things that are in the works, but overall building is looking good.

Requesting \$18,500

**HIGHWAY**

Shawn said same as it's been. Looking to replace loader in 2018. Also, backhoe is extremely "loose" and not safe. Said Rexfords didn't want to use our backhoe. Shawn moved backhoe up the priority list. Wants to do a lease program with backhoe. Instead of \$155,000 it would be \$20,000-27,000 per year depending on 5 year or 7 year lease, and town would have to vote on it each year. Leased equipment is brand new. When the last payment is made it is ours, we own it – municipal lease is unlike a private lease in that way. Wants to move current backhoe to transfer station. Transfer station's machine is well past its life. Jimmy could also crush metal with this instead of using Shawn's crew.

Requesting the same cap res funds. \$20,000 plow truck, \$40,000 road repair, \$10,000 sidewalk repair, \$40,000 equipment. \$110,000 total.

Instead of purchasing brand new, the idea is to take his vehicles and pass on to other

departments – like his 2011 truck could go to water department. Do this every 5 years or so and keep this cycle going.

Water department maintains their own paths instead of road crew, because Bill Thompson doesn't want salt getting into water. One time Shawn had an issue with plowing there and salt got into the water, and we can't have that. So Bill T. would rather maintain it himself.

Shawn is describing other towns where trucks go from one department to the next according to use and priority.

Two other bridges have been taken care of. Hazen Road was scheduled for 2019. State inspects it yearly, and they notified Shawn it had to be shut down because it had no load capacity any more. They are concerned about failure due to rust. Road is shut down as of last Monday. Temporary bridge is being built. This is a bandaid until town can raise money to replace that bridge. Shawn doesn't have the cost figured out yet; he is working with gentleman that they worked with on the Water St. bridge. This bridge has the same exact scenario. Shawn says it could cost \$95,000, but environmental is the expensive part. \$150-175,000 with DES for total project. Other expenses may be in store, not sure yet. State isn't throwing any money in because we'd be looking at 2019, and state says estimate is over a million dollars. Water Street was done for \$56,000 – would have been over \$300,000 through state. Hopefully figures will come out in the next few months. So much is wasted through the state bridge funding. Hopefully that road will be open soon – should have been done already but didn't get beams delivered. Temporary fix, could be seven or eight years.

Frank asked about equipment replacement – plow truck cap res fund. We won't have separate cap res for plow truck, it will be included in equipment fund. So \$40,000 plus \$20,000 would be total of \$60,000. Shawn just separated it out for us.

No number yet for cost of the bridge. Shawn hopes they don't do a bond, would rather go through maintenance capital reserve. Just wants to inform CIP of what's going on with that. He has been promised firmer numbers by next week.

Transfer station steel money goes into an account to save for buying equipment. The Bobcat he has is 1985 and showing its age. Requesting Cap Res to replace that. Total cost of that piece of equipment is about \$30,000. May have \$10,000 already to put toward. Wants \$5-7,000 per year. Right now they stockpile metals in trailers till prices go up and they sell at good price. Up to \$5,000 can go back into the fund.

Road repairs – Old East Road didn't happen, a lot of projects got deferred due to work on the town hall.

Frank asked about nursing home – screen for sewer system. Bill mentioned there used to be adult diapers. Shawn said they're having a hard time weeding out where it's coming from. Shawn said after they talked to nursing home there was a lull, but then it started up again. Went back and nursing home was adamant they are never disposing of catheters. Could be a private home. Shawn said they put some screens in and it's a tough thing to maintain. Has to be checked daily or you can have big problems.

On the topic of water, Shawn brought up the generator Terry had mentioned. Shawn said he has a different idea but hasn't had a chance to talk to Terry.

No big capital reserve things coming forward.

Separate topic, Frank asked Bill Robinson how the high school is metered for their sewage. Said he wondered how they have such a low bill. Bill says high school has the same rates as everyone else.

Shawn briefed the CIP on work he is doing on the town hall – upstairs a lot of work still to be done with insulating and also on wiring codes, storage for official town files, downstairs in police station and community room. They can't start community room stuff until a grant comes through. Fixtures in kitchen and bathrooms downstairs, gravel on walkways, water retention pond has to be put in. A month of work still to be done outside and this winter work to be done inside. Not everyone on town crew can be dedicated here when there is work to be done in town.

### **Other Business**

When do we want to hold our next CIP meeting? Voting on everything and then Frank will present to selectmen. Frank brought up CIP booklet – tangible items over \$3,000. As chairman he says they can't suggest things that don't fall within description from the state. Bill says he understands where Frank is coming from, but thinks CIP is the only committee between the dept. heads and the selectmen and thinks we should give suggestions even if it doesn't fall under the "rules". Instead of just three people (selectmen) the committee can assist and study the stories of the department heads. Everett seems to agree. Last year CIP disagreed with the sexton, selectmen agreed with CIP, and town ended up voting it through anyway. Frank said budget committee exists in other towns, may be a good idea here?

Next week before planning board work session would be a good time for CIP's final meeting. CIP agrees to meet at 6:00 next week before PB. Frank will write everything up and e-mail it out, but they should definitely meet on it. Meeting set for Tuesday, December 1, 2015 at 6:30 instead of 6:00.

No other business. **Rick motions to adjourn. Everett seconded. All in favor, motion carries.**

Minutes respectfully submitted by Katie Lombardi.

## **CIP Committee**

Department of Public Works

Budget Year 2016

\$20,000 F350 Dept / Plow Truck  
\$40,000 into Road Repair Capital Reserve  
\$10,000 into Sidewalk Repair Capital Reserve  
\$40,000 Equipment Capital Reserve

### **Equipment -**

2016 - Replace 1999 Cat 416C Backhoe \$155,000  
  
2018 - Replace 1987 Cat IT18 Loader \$150,000  
  
2020 - Replace 2009 F550 \$75,000  
  
2021 - Replace 2009 John Deere 3520 Tractor \$45,000  
  
2025 - Replace 2010 International Dump Truck  
  
2030 - Replace 2020 F550 Plow Truck

Roads that need to have pavement Shim/Overcoat-

#### Out of Town Roads

|                     |                 |           |
|---------------------|-----------------|-----------|
| Kimball Hill Road   | 1350 Ton @ \$82 | \$111,000 |
| Mtn View Road       | 1675 Ton @ \$82 | \$138,000 |
| Colby Road          | 1675 Ton @ \$82 | \$138,000 |
| Parker Road         | 1280 Ton @ \$82 | \$105,000 |
| South Whitefield Rd |                 |           |

#### In Town Roads

|  |                |          |
|--|----------------|----------|
| Huron/Snow/Terrace St                  | 300 Ton @ \$82 | \$25,000 |
| Cross/Middle/Otis St                   | 310 Ton @ \$82 | \$25,500 |
| Main Street                            | 340 Ton @ \$82 | \$28,000 |
| Anna Drive                             | 100 Ton @ \$82 | \$8,200  |
| View/Pleasant St                       | 250 Ton @ \$82 | \$20,500 |
| Greenwood St                           | 200 Ton @ \$82 | \$16,400 |
| Spring/Myrtle/Park /Maple Ext/North St | 525 Ton @ \$82 | \$43,050 |

Parking Lots

|  |           |
|--|-----------|
| Muni (Behind Cumberland Farms)   | \$25,000  |
| Roads to be Chip Sealed  |           |
| Holly Heights  | \$10,000  |
| Roads that need to be Reclaimed and Paved                              |           |
| Brown St   | \$135,000 |
| Gould Hill (From Rte 116 to Kimball)                                   | \$100,000 |
| View St (Hill)   | \$80,000  |
| Roads that need to be reclaimed and brought back to Gravel             |           |
| Gould Rd (From 4 Corners to Spencer)                                   | \$35,000  |
| Old East Road  | \$60,000  |
| Roads that need gravel top course                                      |           |
| South Whitefield Rd  | \$40,000  |
| Pierce Rd  | \$15,000  |
| Liberty Drive  | \$15,000  |
| <b><u>Side Walks</u></b>   |           |
| Replacement  |           |
| Main/School St   | \$20,000  |
| Elm St   | \$30,000  |
| Lancaster Rd   | \$25,000  |
| Brown St   | \$30,000  |
| Union St   | \$25,000  |
| Jefferson Rd   | \$20,000  |
| Highland St  | \$20,000  |
| <b><u>Bridges</u></b>  |           |
| Red Listed   |           |
| Hazen Road   | Unknown   |
| <b><u>Misc</u></b>   |           |
| Major Projects that need to be funded not included in operating budget |           |
| Brown Street/Snow Street Drainage                                      | \$30,000  |