

## Minutes of the June 24, 2020 Capitol Improvements Plan Committee Meeting

Chairman Thomas called the meeting to order at 6:07 PM

In attendance were Sam Thomas (Planning Board Rep/CIP chair), Bob Sherman (BudCom rep), Hal Lynde (BOS Rep) and Jeff Gowan, Planning Director. Absent were Kevin Cote, David Wilkerson and Deb Mahoney – note: A School Board meeting was taking place at the same time and likely the reason David and Deb were not in attendance)

Planning Director Gowan distributed the CIP project submission forms for the Fire Department, Police Department, Highway Department, Transfer Station, Library, Board of Selectmen, and the School Department. All submitted forms are incorporated into these minutes as submitted by reference. There were no project forms submitted by the Parks and Rec department, Senior Center or Cemetery Trustees, or by any other Town department.

A brief discussion was held regarding the CIP process and the customary practice of submitting questions about CIP submissions from CIP Committee members to the submitting department head. Following are the questions described by the CIP Committee:

1. **Parks and Rec Department** – While no CIP project forms were submitted, CIP member Sherman asked if the department should be planning for some investment at the Soccer fields located within Raymond Park. Specifically, Bob asked that the department consider seeking bathroom facilities (flush toilets) and a covered area for citizens using the fields. This is only an inquiry that will hopefully be considered for future CIPs.
2. **Fire Dept.** -
  - a. Fire Engines/other FD vehicles – What is the expected life cycle for engines and other vehicles? Would it make sense to create capitol reserve accounts to save for these vehicles or does the lease/purchase process eliminate the need for doing so?
  - b. Communications Equipment – The Committee observed the first phase of the communications upgrade proposed for 2021 with the 2<sup>nd</sup> phase coming in 2024. Is there value in establishing a capitol reserve fund to spread these costs over 2021 through 2024? Asked another way, should the CIP Committee consider \$180K each year from 2021 through 2024?
3. **Police Department** – The CIP Committee would like to see an updated plan with revised costs in order to give the animal control shelter a better ranking than “needs research” and location needs to be addressed.

4. **Highway Dept.** -

- a. 66,000 GVW 10 wheel dump truck - Would it make sense to develop a replacement schedule for lease/purchase vehicles such as this truck, similar to the process adopted by the Police Department?
- b. Would establishing a capitol reserve fund be a good way to fund these vehicles or does the lease/purchase program mean that you pay an annual lease fee that spreads the cost across multiple years. If the latter is the case, should we put in the lease cost in each year of the CIP so it does not appear as one big \$250K expense in 2021?
- c. The same question regarding annual leasing costs would apply to the 3.5 yard loader and the 36K GVW dump truck.

5. **Transfer Station** – Is there value in replacing trailers such as the one you are seeking to replace, on a schedule or do trailers lend themselves to that approach? If PERK ends single streaming, the cost of equipment for separation equipment needs to be put on CIP timetable.

6. **Library** – Can you please verify that you propose \$42K per year until you have reached \$164,569.54? If so, how can the project fall under 2021 as proposed? Please verify what has been collected to date and how much and when you propose for each year to reach the full cost? Have you considered bonding the project?

7. **Schools** – Memorial School renovation - Would you have an estimated 20-year bond schedule that the CIP Committee could consider plugging in to the 7-year span of this CIP as estimated annual costs? Any pre-payment of principal penalty?

These questions will be circulated to the CIP Committee to be sure they accurately reflect the questions posed by CIP Committee members. Afterwards, Planning Director Gowan will send the questions to the submitting individuals so they may provide answers.

The CIP Committee selected a date for their next meeting on Wednesday, July 8, 2020 at 6PM in the Police Community Conference Room.

The meeting was adjourned at 8:20 PM