

**FINAL**

**PRESENT:** C. Brown, Chairwoman, M. Kasprzak, P. Robart, T. Santora, Members; Town Administrator L. Ruest

**NOT PRESENT:** L. Brown-Kucharski, J. Ratigan, Members

C. Brown reported that J. Ratigan has resigned from the Capital Improvement Program Committee due to work commitments and time constraints.

**REVIEW DEFINITION OF A CAPITAL IMPROVEMENT:** C. Brown reviewed the definition with the Committee referring to the memo distributed to Departments and Committees.

**CIP PROGRAM SPREADSHEET 2016-2021:** A spreadsheet, as prepared by Town Administrator Lori Ruest, was provided and reviewed by the Committee this meeting.

**SUMMARY OF TOWN'S DEBT OBLIGATION:** The Town's current debt obligation schedule was provided to members and is part of this spreadsheet. The final payment for the road bond was made in 2015, leaving the Conservation bond as the only bond in place relating to the Town budget.

**CONSERVATION – BOND ISSUE:** The principal and interest payment for 2016 is \$173,100. It was noted that this bond matures in 2025.

**PLANNING – MASTER PLAN UPDATE:** C. Brown explained that recommendation is to create a Master Plan Update Capital Reserve Fund in order to set aside funding to pay the expenses associated with updating the Town's master plan. She explained that the costs associated with the current work being done to update the master plan are approximately \$50,000; an amount that was raised through the budget. Rather than incurring such a significant cost all at once, it is recommended to raise funds over a period of time. It was noted that the master plan is required in order to establish and enforce zoning ordinances. State statutes outline the need to update the master plan at least every 10 years.

**LIBRARY (7 Drinkwater Road):** Judy Haskell, Amy Magnarelli and Beth Forgione were present for four requests.

**Replace of Roof:** Explanation was provided that when the Library building was constructed in 2001, an IKO roof shingle product was used which turned out to be a sub-par product. The Library is to file a claim in conjunction with a class action suit in this regard. It was noted that the roof is not leaking, but that those who have provided estimates of the work needed to be done have recommended the work be done within a year's time. Estimates obtained total \$28,500 and \$22,000.

Discussion of the two estimates, the work needing to be done, the quality of shingles and guarantees and/or warranties were discussed. The amount of \$28,500 was included for 2016 of the 2016-2021 plan.

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**Power Wash and Repaint Library and Replace Trim Boards:** Estimates for these projects were reviewed (\$8,980, \$13,475 and \$37,000). Following discussion of the needs versus full replacement of trim boards, suggestion was made to remove the costs associated with the full replacement of trim boards from this category and re-establish the annual amount of \$6,000 each year for deposit to the Library Improvement Capital Reserve Fund for the purpose of trim boards. Replacement of all trim boards at once was felt unnecessary. This will allow for the Library Trustees to take up the offer of Peter Robart to review the current status of trim boards in conjunction with prioritizing and possibly addressing only the areas of need utilizing the Capital Reserve Fund. Concern was expressed that this is a good idea as long as it does not create additional deferred maintenance in the future.

The amount of \$9,500 was included for year 2017 of the plan for power washing and repainting the Library renaming the category to Power Wash and Repaint Library; the additional funds over the \$8,980 for the purpose of potential unforeseen carpentry needs.

The description of "Replace Trim Boards" was removed from the spreadsheet and \$6,000 was added to each of the five years 2016-2021 for the purpose of trim boards and deposit to the Library Improvement Capital Reserve Fund.

It was also expressed that efforts should be made to address the reasons the siding and/or trim is deteriorating such as removing landscaping plants or shrubs that are too close to the building.

**Solar Panels:** A request for inclusion of the costs associated with solar panels at the Library was made, however, no costs were provided. The Library Trustees are tentatively exploring the opportunity to save on electricity costs; however, no details are available at this time to identify if doing so is worthwhile, whether Unitil will buy back or whether there is a rate of return on the investment. Initial information relating to costs for a residential home is \$25,000-\$30,000. At present, the Library's monthly electrical cost is approximately \$330. Question was raised as to whether the re-shingling of the roof and installation of solar panels should be done in a certain order.

**Emergency Generator:** The Library Trustees are looking to install an emergency generator that would allow the Library to remain open for business during power outages and also possibly be utilized as a shelter at times of power outages; initial pricing obtained is in the area of \$25,000. It was noted that the Town has shelter options established by the Emergency Management Director and that the Library could bring in a portable generator, if needed.

Following discussion of the importance of protecting the contents of the building during a power outage, suggestion was made that the Library consider prioritizing the needs associated with preserving and maintaining the contents of the building during a power outage such as the furnace, one set of overhead lights and the fire alarm (the well is part of the Public Safety Building located next door) and identifying a generator that would handle those basic needs. It was not felt that there is a need to install a generator that would maintain all circuits and keep the

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Library open for regular business hours nor is there a need for another shelter location at this time.

**FIRE DEPARTMENT**

**Capital Reserve Fund for Fire Truck (Replace E3):** Request for annual funding of the Fire Vehicle Capital Reserve Fund continues for 2016-2021 at an amount of \$50,000 per year. Replacement of E3 will utilize a portion of funds from both this Capital Reserve Fund and the Fire Department Vehicle Replacement Fund. The replacement of E3 is anticipated to take place in 2019 or 2020.

Discussion took place with regard to the cost of a replacement fire truck in 2019 and suggestion was made to increase the annual request from \$50,000 to \$60,000 for years 2020 and 2021 to address inflation. These two amounts will be revised on the spreadsheet.

**AMBULANCE**

**Purchase New Ambulance:** Fire Chief J. Lord explained that the replacement purchase of a new ambulance is scheduled for 2017. He explained that a Committee of the Fire Department is exploring options to replace the existing 2010 ambulance and that the total cost could be up to \$180,000; he asked that the \$160,000 amount originally requested be revised to \$180,000. Discussion took place with regard to the purchase of a new ambulance versus a used ambulance as well as warrant article wording where the term “up to” could be used to describe that there is a possibility that less money would be needed. The funds collected from ambulance receipts and deposited to the Fire Department Vehicle Replacement Fund will be used to offset the cost of the new ambulance in full; there will be no tax impact. The Committee revised the amount to \$180,000.

Further discussion took place with regard to the anticipated senior housing development on Brown Road and the impact 72 units may have on emergency services. J. Lord explained that he did not feel there would be a need for a second ambulance, however, has identified that staffing may become a need in the future.

**APPROVE MINUTES OF OCTOBER 1, 2014**

**MOTION:** To approve the minutes of the October 1, 2014 meeting as written.

**MOTION: M. KASPRZAK**

**SECOND: T. SANTORA**

**1 ABSTENTION, PASSES**

**OTHER BUSINESS**

No other business was discussed at this time.

**CAPITAL IMPROVEMENT PROGRAM COMMITTEE  
SEPTEMBER 23, 2015**

**8:00 AM  
TOWN HALL**

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The meeting adjourned at 9:45 a.m.