



## **FINANCIAL PLANNING COMMITTEE**

### **MEETING MINUTES**

Thursday, March 03, 2016  
DPW Facility – 190 Main St.  
3:30 p.m.

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**MEMBERS PRESENT:** David DeVries, Chair  
Michael Hodge, Vice Chair  
Thomas Spataro  
Heidi Bourque-Gleason (arrived at 4:30 p.m.)

**ABSENT:** Roger Leland  
Richard Smith

**ALSO PRESENT:** John Coderre, Town Administrator  
Scott Charpentier, Assistant DPW Director  
David Robillard, Highway Superintendent  
David Parenti, Fire Chief

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Meeting convened at 3:30 p.m.

#### **DPW FACILITY TOUR**

Mr. Charpentier and Mr. Robillard led the committee on a tour of the DPW Facility which included the new salt storage facility and fuel pump area. The Committee members expressed their appreciation for the overall site improvements.

#### **APPROVAL OF MEETING MINUTES**

Mr. Spataro moved the committee vote to approve the meeting minutes of the February 11, 2016 as submitted. Mr. Hodge seconded the motion; minutes approved unanimously.

#### **REVIEW OF FIRE DEPARTMENT CAPITAL REQUESTS**

Chief Parenti reviewed the CIP for the Fire Department and informed the committee that all FY2017 requests will be deferred. He went on to report that the new Engine 2 has come in and they are waiting for delivery. The SCBA bottle replacement, thirty-five carbon composite self-contained breathing apparatus (SCBA) bottles is completed. The Committee welcomed Chief Parenti and thanked him for his report.

#### **REVIEW OF DRAFT FY2017-2022 CIP AND FY2017 CAPITAL BUDGET**

Mr. Coderre reviewed the FY2017 – FY2022 draft Capital Improvement Program (CIP). The proposed FY2017 Capital Budget totals \$3,540,000, of which \$1,813,460 is anticipated to be funded with Free Cash (one-time revenues), resulting in no additional tax impact. In addition, \$170,000 in funding will come from the Water & Sewer Enterprise Fund balance with no additional impact on rate payers. Out of the projects listed in the table below only \$1,027,000 of the \$2,000,000 Church Street Culvert project will be financed with debt from the General Fund and \$500,000 for the Inflow & Infiltration Study will be financed with debt paid by the Sewer Enterprise Fund. The balance of the projects listed will be paid for using available funds, resulting in no

additional tax or fee impact to the residents

<b>PROJECTS BY DEPARTMENT</b>		<b>EXPENDITURE</b>
<b>Police</b>		
	Police Cruiser Replacement	85,000
	Police Station Roof Replacement	90,000
	<b>Police Subtotal</b>	<b>\$175,000</b>
<b>DPW: Highway Division</b>		
	Church Street Culvert Replacement	2,000,000
	Six-Wheel Dump Truck w/ Spreader & Plow	215,000
	Sidewalk Machine	180,000
	Roadway Improvements/Maintenance	300,000
	<b>Highway Subtotal</b>	<b>\$2,695,000</b>
<b>DPW: Sewer Enterprise Fund</b>		
	Inflow & Infiltration (I&I) Study	500,000
	<b>Sewer Enterprise Fund Subtotal</b>	<b>\$500,000</b>
<b>DPW: Water Enterprise Fund</b>		
	Valve Maintenance Trailer System	75,000
	One Ton Dump Truck w/Plow	95,000
	<b>Water Enterprise Fund Subtotal</b>	<b>\$170,000</b>
	<b>TOTAL FY17 CAPITAL BUDGET</b>	<b>\$3,540,000</b>

The Committee briefly discussed the prior CIP project presentations and determined that no further questions remained. Mr. Hodge moved to approve the FY2017 capital budget as presented. Mr. Spataro seconded. Motion approved unanimously.

#### **NEXT MEETING DATE AND COMMITTEE SCHEDULE**

The next committee meeting will be held on March 10th at 4:30 p.m. to hear a presentation regarding the Community Preservation Projects and finalize a draft of the Committee report and recommendations.

#### **ADJOURNMENT**

Mr. Hodge motioned to adjourn; seconded by Ms. Bourque-Gleason; unanimously approved at 5:30 p.m.

Respectfully submitted,

Michael Hodge

#### Documents used during meeting:

1. March 10, 2016 - Meeting Agenda
2. March 3, 2016 – Meeting Minutes
3. FY2017–FY2022 Draft CIP – Transmittal Letter and Summary
4. FY2017 Capital Budget