

Capital Improvements Program Committee
Regular Meeting Minutes
August 30, 2013

Members & Staff Present: Kathy Barnard, Stacie Jo Pope, Joyce Davis, Bob Tougher, Jim Shildneck, Linda Murray, Pete Chamberlin, Robert Houseman, David Owen

Kathy Barnard, Chairperson opened the meeting at 8:00 am.

Approval of Minutes:

Motion by Bob Tougher and second by Joyce Davis to approve the August 8, 2013 minutes as submitted. All voted in favor, motion passes.

Workshop on CIP Development:

Public Works

Dave Ford reviewed project requests with the board.

Road & Drainage Upgrades \$700,000 2014

Dave explain reasoning the increase to \$700,000 They are now doing road evaluations every 3 years. The need is true and is there- the actual dollar amount is probably higher. The department is still falling behind due to actual time to complete all projects in one year. Need of number of road projects vs job load for the department and what is a realistic job load. If needed there are smaller road projects that could be taken of the list for next year.

Linda: At one point, we thought we might be on a 18-20 year cycle estimate, is that still the target? Dave: With the regular evaluations – road index & condition assessment – the department is making better choices as to what should be done per road for long term. This may drive up the initial cost of the road but it will last longer and need less maintenance.

Bob: The cost per year that is on spreadsheet continues to grow and need to keep in mind we are looking at the debt service and trying to level project costs out across the board.

Linda: The taxpayers have been supportive of the increase amount of the roads the past years.

Middleton Road Construction \$1,350,000 2014

This is a State road and this would be a Municipal Managed Project. Town voted for \$150,000 for engineering in 2013 (town share at \$50,000 – State share at \$100,000) This was approved in the State budget and this project could be done next summer if approved. This is #1 priority on PW projects.

Linda: is it realistic to complete both the Center Street and the Middleton Road projects next year? Dave: Both jobs are bid jobs. No staff will be on construction of the Middleton Road (except for water mains, his management of project, sidewalks – small incidentals)

Sidewalks \$150,000 2014

This if for repair and upgrades on sidewalks on South Main Street.

Linda: could you include Treadwall Lane to the Highschool project? Dave will look at cost for including that. Bob: Sidewalks and SW Plant upgrades are on the same years – is there a way to alternate these to keep the cost spread out? Dave will look at options for this.

Parking Lot Dockside \$250,000 2015 No Project Request form at this time – Place holder for next year. Will have more information then.

PW Facility Upgrade – Public Works Garage \$160,000 2014

This is for replacement of salt shed and spreader hangers. PW Garage repairs and upgrades including siding, insulation windows, heating & electrical systems.

Asset Management Plan \$50,000 2014

This would start the process of developing and maintaining an AMP for the town -

This would be for evaluations, condition assessments and solutions. Much like the Roads & culverts assessments.

HWY & SW Vehicle & Equip Capital Reserve \$165,000 2014

This is to fund the capital reserve account. There are no expenditures from this account for the year.

CB Cleaner/Sweeper \$250,000 for 2014

Dave will get more information on this. At this time the department purchases the services of outside contractor at \$40,000 per year.

WWTP Upgrades \$1 million – phased to \$250,000 of work every 2 years.

Started a 10 year maintenance plan for the facility. The base line would be \$125,000 for the next 10 years and set up a capital reserve fund.

Other Business:

Next meeting scheduled for Wednesday, Sept 4th. 8 am

The meeting adjourned at 9:28 am

Respectfully Submitted,

Stacie Jo Pope