

**TOWN OF ENFIELD
CAPITAL IMPROVEMENT COMMITTEE**

MEETING MINUTES OF NOVEMBER 7, 2018

Present: Ryan Aylesworth (Town Manager), Dan Kiley, Holly West, Ed McLaughlin, Keith Thomas, Jim Taylor (Public Works Director)

Excused: Bob Cusick, Kate Stewart

The meeting was called to order at 6:00 PM.

Meeting began with approval of the October 23 meeting minutes. Motion to approve made by Mr. Kiley. Motion seconded by Mr. McLaughlin. Approved unanimously.

The next topic of discussion was a vacancy on the CIP Committee. The vacancy was created due to the failing health of Gary Gaudette. It was pointed out that Mr. McLaughlin is currently an alternate and that it would be sensible to make him a full member given his involvement with the committee. Motion to make Mr. McLaughlin a full member was made by Mr. Kiley. Motion seconded by Mr. Thomas. Motion passed unanimously.

The committee then reviewed the quarterly balance report provided by the Trustees of the Trust Funds. Mr. Aylesworth explained that the available balance in the CIP-CRF and other CRFs has been relatively unchanged since January 2018 because appropriations to and withdrawals from the CRFs are not done until December of each year. So, there will be a flurry of activity and changes to the available balances next month after the Trustees meet. The only changes in available balances from January 2018 to present are the nominal rates of interest earned on the certificates of deposit.

The next order of business was a tour of the DPW facility and vehicles/equipment provided by Public Works Director Taylor. Mr. Taylor discussed each vehicle and major piece of equipment that the department maintains, with special attention being paid to those vehicles and pieces of equipment that are being proposed for replacement in 2019.

Following the tour, the committee regrouped in the conference room and reviewed each capital item request submitted by the Department of Public Works over the next six years (2019-2024). Committee members signaled general concurrence with the requests submitted by the department, although final recommendations will of course be tabled until after requests made by all departments are thoroughly evaluated. At this time, the only change made to the requests submitted by the department was a revision to the anticipated cost of the Whitney Hall paving project. This project had been approved for funding/completion in 2018, however, the approved funding (\$15,000) was ultimately substantially less than the costs included in the bids submitted by vendors this past construction season. The Town had received three such bids, with the lowest being approximately \$22,000. It was agreed that the department's request for funding for the Whitney Hall paving project should be increased to \$22,500 given the likelihood that the next round of bids would likely lead to a similar result.

Discussion of next steps for preparing a detailed 6-year CIP Plan was again tabled in light of the fact that several CIP Committee members were absent.

The next meeting was scheduled for November 26 (Monday) beginning at 6:00 PM at the Public Works Facility. Mr. Aylesworth will request that the Police Chief, Ambulance Chief and Assistant Fire Chief attend the meeting to provide all members of the CIP Committee an overview of their requests for capital funding that their respective department submitted.

Meeting adjourned at 8:20 PM.