

**Capital Improvement Program Committee
Meeting Minutes
Public Works Facility & Zoom videoconference
October 5, 2021**

COMMITTEE MEMBERS PRESENT: Eric Crate, Keith Thomas, Dan Kiley, Sam Eaton, Ed McLaughlin

COMMITTEE MEMBERS EXCUSED: Holly West

STAFF PRESENT: Alisa Bonnette-Assistant Town Manager, Jack Wozmak-Interim Town Manager

GUESTS: Richard Martin-EMS Chief

CALL TO ORDER

Mr. Eaton called the meeting to order at 6:34 PM

APPROVAL OF MINUTES: FEBRUARY 1, 2021

Due to the late receipt of the previous meeting minutes by Committee members the approval of minutes was tabled until the next meeting.

VOTE FOR OFFICERS

Mr. McLaughlin nominated Sam Eaton as Chair of the Committee, Dan Kiley seconded, vote unanimous in favor of the nomination.

Mr. McLaughlin nominated Dan Kiley as Vice Chair of the Committee, Mr. Eaton seconded, vote unanimous in favor of the nomination.

REVIEW OF 2022-2027 CIP REQUESTS

The Committee was provided with a list of debts which are slated to be paid by the Capital Improvement Program (CIP) Capital Reserve Fund (CRF). A complete debt service schedule was requested.

There was discussion of some 2020 and 2021 projects that were put on hold. Due to COVID construction prices rose significantly higher than anticipated and it is also difficult to find companies to do the work required. Construct costs are slowly coming down.

Mr. Kiley noted that building maintenance is more important than new equipment. Discussion followed regarding the difficulty with getting quotes for the Public Works Facility improvements, specifically the roof extension.

Mr. McLaughlin asked if grants for public works equipment have been sought. This is a question that will have to be posed to Jim Taylor, Director of Public Works.

The Committee reviewed the debt service breakout for 2021 and anticipated debt service breakout for 2022. The debt service breakout lists existing debt and the source of funding for payments.

Mr. McLaughlin asked which projects have been pushed out. What is the status of the Community Building and Huse Park pavilion roof? Has the compactor been ordered? What's the status of the steamer?

Cash flow can be affected by the cash purchase of items for which CIP reimbursement is planned. Currently transfers to and from the CIP CRF are done once annually at year end. It would be beneficial from a cash flow standpoint to have transfers more often, perhaps twice a year. The Trustees of Trust Funds are working with a new bank that is assisting with reporting. The Trustees of Trust Funds will be asked about the possibility of transfers more often.

It was questioned what portion of the DPW improvements was allotted for the Public Works Facility roof overhang.

A new roadside mower was requested. Previously the Department of Public Works rented a roadside mower, but the company has gone out of business. It is difficult to find one to rent.

Mr. McLaughlin asked if Canaan owned a roadside mower that we could rent.

Mr. Kiley noted that there is a rental savings to offset the cost of the purchase of a roadside mower, though there would be some maintenance costs.

The Committee decided that Richard Martin-EMS Chief and Jim Taylor-Public Works Director should attend the next meeting of the CIP Committee

Jim Taylor will be asked if he can provide an estimated cost for Whitney Hall improvements. It was suggested to ask the Library Trustees if they have any funds available to help pay for Whitney Hall building improvements needed. It was noted that CARES Act funding for Libraries was already received and expended by the Library.

A new ambulance is requested in 2022. The broad question as to whether the Town should contract for ambulance service was brought up. Mr. Wozmak stated that the cost for Lebanon ambulance response is \$300/call and the expense to contract for ambulance service 24-hour service would be \$1,200/hour at minimum. Richard Martin-EMS Chief should be prepared to answer questions relative to ambulance operations and provide some statistics, including but not limited to, number of volunteers, call rate for volunteers, how many calls are daytime calls, how many nighttime calls, how many nighttime calls are covered by Lebanon and/or Canaan.

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84 The Committee also asked that Phil Neily-Fire Chief be asked to attend the next Committee meeting.

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86 **ANY OTHER BUSINESS**

87 Next meeting: October 26 at 6:30 PM at Public Works Facility

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89 **ADJOURNMENT**

90 Mr. Kiley moved to adjourn at 7:25 PM, Mr. Eaton seconded, vote unanimous in favor of the motion.

91 Meeting adjourned.

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93 Respectfully submitted,

94

95 Alisa D. Bonnette

96 Assistant Town Manager

97 (Recording Secretary)