

1 **Capital Improvement Program Committee**  
2 **Police Station, 19 Main St.**  
3 **Meeting Minutes**  
4 **August 14, 2023**

5  
6  
7 **COMMITTEE MEMBERS PRESENT:** Dan Kiley, Tracy Young; Keith Thomas, Jim Fickett  
8 **ABSENT:** Dimitri Deserranno

9  
10 **STAFF PRESENT:** Ed Morris-Town Manager, Alisa Bonnette-Assistant Town Manager (Recording  
11 Secretary)

12  
13  
14 **CALL TO ORDER**

15 Mr. Kiley called the meeting to order at 6:00 PM.

16  
17 **ORGANIZATION OF THE COMMITTEE**

18 Mr. Young nominated Dan Kiley as Chair, Mr. Thomas seconded, vote unanimous in favor of the motion  
19 (4-0).

20  
21 Mr. Kiley nominated Tracy Young as Vice Chair, Mr. Thomas seconded, vote unanimous in favor of the  
22 motion (4-0).

23  
24 **MEETING SCHEDULE**

25 The Committee discussed meeting the 2<sup>nd</sup> & 4<sup>th</sup> Monday of each month, however availability of  
26 members to attend on August 28<sup>th</sup> was in question. Dates in September were considered but posed the  
27 same scheduling issues. Mr. Morris will poll members to determine a date that the majority of  
28 members can attend.

29  
30 **APPROVAL OF MINUTES**

31 **September 12, 2022**

32 Mr. Thomas asked about the funding of the land for the public safety building and use of ARPA funds.  
33 This will be addressed later in the meeting.

34  
35 Mr. Young asked about the amount listed in the plan in January 2023 and what was approved for the  
36 ambulance. What is the status of the purchase? Mr. Morris did not have the exact number, but there  
37 were changes. The ambulance was ordered; however, a feature was removed from the original  
38 specifications as it was not deemed necessary. This reduced the cost.

39  
40 Mr. Young moved to accept the minutes of September 12, 2022, as printed, Mr. Thomas seconded, vote  
41 unanimous in favor of the motion (4-0).

42  
43 **January 9, 2023**

44 Mr. Young noted the header on pages 2 and 3 which read October 24, 2022, should read January 9,  
45 2023.

Mr. Young moved to accept the minutes of January 9, 2023, as corrected, Mr. Thomas seconded, vote unanimous in favor of the motion (4-0).

## BUSINESS

### Jeremy Clay – Leaf Blower 2023 CIP Request

Mr. Clay presented a proposal to purchase a leaf blower that goes in the back of a pick-up. He's seen them successfully cleaning out ditches and culverts. Ditch cleaning could use more attention and by putting this unit on the back of the foreman's truck, if needed, he can stop blowing leaves, respond to another matter, then return to blowing leaves when he's able. He feels it would be money well spent.

Mr. Clay has reached out to get quotes from various companies. He received a quote from a company in New York.

Mr. Thomas asked what the difference was between the tow-behind trailer depicted in the literature and the one that is loaded in a pickup. Mr. Clay responded that the trailer is an add-on and would not be purchased.

Mr. Young asked if an attachment that could be used to increase the distance. Mr. Clay responded that could be done.

Mr. Morris also noted that Mr. Clay could evaluate roads while blowing leaves. This is a fall program.

In response to a question from Mr. Young, Mr. Clay said it might work on light snow, but is not sure if it would blow 2" of snow off a roadway.

The quoted cost is \$10,300. Mr. Clay has some funds in his budget so is asking for \$5,000 from the CIP capital reserve fund (CRF) in 2023 so he can purchase the leaf blower this year. He does not want to get rid of the one that attaches to the John Deere tractor. However, if this works well it could replace the one on the tractor when it needs replacing.

Mr. Thomas voiced his approval if it can be done with \$5,000 from CIP. After using it for a while he'd like a report of how it went, what worked about it, what didn't, what kind of repairs were needed, etc.

Discussion ensued regarding servicing in house and/or locally at a service dealer. There is a grease fitting that needs servicing every 40 hours which could be done in house after fashioning a tool to reach it. Joe's Equipment might be able to perform other service. The Committee would support buying locally if possible. Mr. Clay will approach Joe's Equipment about ordering and servicing with them.

Mr. Young, as a member of the Energy Committee, asked if this would be available in a battery unit. He was informed that there was not a battery-operated unit. Other equipment, such as chain saws and pole saws have been purchased that are battery operated.

Mr. Thomas moved to recommend to the Select Board to purchase the leaf blower unit after checking to see if we can purchase it locally, Mr. Young seconded, vote unanimous (4-0).

Discussion ensued regarding the purpose of the CIP Committee and the process for approval of expenditure from the CIP CRF.

Mr. Morris provided a brief update on the Maple Street water improvement project. It is just about finished. They are trying to schedule completion this year, but it may not be until next year.

The Whitney Hall improvement/renovation project is being worked on. In response to a question from Mr. Thomas, Mr. Morris explained that we are working on obtaining grants. Bigger grants have been rejected so we are working on smaller grants.

The Shedd Street Request for Proposals (RFP) for environmental clean-up and demolition is active now. The Town should have a contract before year end. The funds can be encumbered. Mr. Thomas requested an update as things progress.

The Water Tank Mixing Unit (project #24), Prior I well generator (project #25) and Shaker Bridge wastewater grinder (project #26) are not completed yet. Project #24 is awaiting the outcome of a nearby development plan which would change the extent and cost of delivery of power to the water tank site. For project #25 we are still looking for a FEMA grant to put generators at wells. We are trying to get quotes for project #26. We have one price but have been unable to get any other quotes. Mr. Morris will talk to Jim Taylor, Director of Public Works, about project #26.

Projects #24 & #25 should be moved out one more year as they won't be completed in 2023.

#### **CIP Plan Review**

The cruiser (#28) is currently being outfitted.

The ambulance (#29) was ordered at a cost of \$256,889 vs. the \$265,367 indicated in the approved plan. The console was not needed, and money was saved by having that removed.

The DPW plow truck (#30) has arrived. Discussion ensued regarding the cost of custom trucks vs. off-the-line trucks. The financing of the truck is split between available ARPA (American Rescue Plan Act) funds with the remainder of funds coming from the CIP CRF.

It was noted that the cost of new fire trucks has skyrocketed – they're almost double what we paid for the same truck.

Chipper Funding Mechanism – (#33) Ms. Bonnette explained that the revenue from the insurance company for the totaled chipper was received in 2022 (\$46,900). These funds were deposited in the General Fund and become part of the Town's Unassigned Fund Balance (UFB). The expense for the new chipper was in 2023 (\$64,405.75). In speaking with the Town's auditor, Ms. Bonnette recommended that the full funding of the new chipper be paid by the CIP CRF in 2023. In preparation of the 2024 budget, the Budget Committee will be asked to approve the additional deposit of \$46,900 into the CIP CRF from the UFB, thereby reimbursing the CIP CRF. This funding mechanism also needs Select Board approval as the agent to expend from the CIP CRF. The CIP Committee indicated support for this proposed funding mechanism.

Public Safety Building (#36) is ongoing.

Huse Park Backstop (#38) – the Town received no response to its Request for Proposals (RFP). The project was allocated out of the UFB.

Discussion ensued regarding not replacing what is there, but locating a backstop in dead center field, possible relocation of the backstop, installing a shorter backstop, potential redesign of the park, current use of the field. It was noted that rebuilding the field would be costly.

Sidewalk improvements (#39) are on the docket. Main Street sidewalk improvements should be done this year. Mr. Young thought the funds for sidewalks were going to be a match for the Walk-a-Mile grant. Mr. Morris noted that the grant match is approximately \$200,000.

In response to a question from Mr. Thomas, it was explained that the electronic crosswalk signs were a separate project. The \$40,000 is for replacing sidewalks.

It is anticipated that the sidewalks will at least be contracted this year. The sidewalks won't be stamped due to the cost of the new sidewalks as well as the cost and problems created for maintenance. The granite curbing will likely not be reset, but the sidewalk top simply ground and replaced. It is unknown how far we can go for \$40,000.

The Walk-a-Mile grant is for the trail from the upper beach parking lot to the Shaker Museum, parking along the side of the road near the rail trail on Main Street from the former access road toward downtown. The parking needs to be engineered but should yield about 10 to 15 spaces. We have until 2029 to complete the project. The match for the project needs to be plugged into the CIP Plan where it will be spent; likely over a period of more than one year.

The Committee received a copy of a memo to the Select Board outlining the Shaker Boulevard Bridge Grant.

Federal Funding:	\$1,014,793.46
State Funding:	\$132,034.67
Local Match:	\$33,008.66
Total Estimated Project Cost	\$1,179,836.79

Mr. Young expressed the need to include the match for the Shaker Boulevard bridge. Mr. Kiley wondered if we could use in-kind for the Town's match. Mr. Morris does not believe so. This project does need to be added to the CIP plan though the where the funding will come from has not been determined.

#### **CIP Target Fund Balance Discussion**

The Committee was provided with a draft CIP Fund Summary. Mr. Morris would like to prepare a formula to determine a target CIP CRF balance to be maintained. He recommends a balance based on the average of 3 years of spending from the CIP CRF (\$425,000 - \$450,000).

Mr. Kiley wondered if we continue to add the additional nickel to the appropriation to the CIP CRF or do we lower it to 4 cents? This year the fund takes a big hit. Perhaps some UFB could be used to offset.

The Bog Road project (#15) is a large project. The expense can be broken out into multiple years as it won't be completed in a single year.

Vehicles are lasting longer, 6 or 7 years on a cruiser. The cost of electric vehicles was discussed.

188 An updated Summary will be provided at the next meeting.

189

190 Mr. Thomas moved to adjourn at 7:24 PM, Mr. Young seconded, vote unanimous in favor of the motion  
191 (4-0).

192

193 The meeting was adjourned at 7:24 PM

194

195

196 Respectfully submitted,

197 Alisa D. Bonnette

198 Assistant Town Manager (Recording Secretary)