

TOWN OF DUNBARTON

2024-2029 Capital Improvements Program (CIP) Committee Meeting

Wednesday, March 1, 2023

Town Office Building

1011 School Street

MEETING MINUTES

Attendance: Woody Bowne, Transfer Station Supervisor; Line Comeau, Town Administrator; Mary Girard, Library Director; Don Larsen, Cemetery Trustee; Linda Marcoux, PD Administrative Assistant; Dave Nault, Selectmen's Representative; and Donna White, Chair/BPZ Office Administrator

Donna White called the meeting to order at 8:15 a.m.

1. Finalize List of Contact Names for Departments, Boards and Committees

CIP Committee members will be Woody Bowne, Line Comeau, Jeff Crosby, Mary Girard, Don Larsen, Dave Nault, Chris Remillard, and Jon Wiggin.

2. Review Applications – Prioritize

Donna handed out spreadsheets with all the applications listed in the order received. Each entry lists the department, the requested project and brief explanation, costs, and proposed funding. A list of priority rankings was also distributed for use when reviewing the applications.

Police Department – Linda Marcoux presented the department's applications in the absence of Chief Remillard.

#1-PD-2023 - Replace Police Vehicles & Associated Equipment - \$60,000 – 2025 – Warrant Article, Capital Reserve Fund (CRF), & Special Duty Revolving Fund.

#2-PD-2023 – Replace Police Vehicles & Associated Equipment - \$60,000 – 2027 – Warrant Article, CRF, & Special Duty Revolving Fund.

Linda explained that the department is trying to replace a cruiser every two years, noting there are problems finding them and how long it takes to get one once located. She said they are down one cruiser as the Chief's was involved in an accident the night before; he is using D3 which has 300,000 engine miles and 130,000 odometer miles. They are going with Interceptors and have found a 2023 on a lot; if their warrant article passes, they will try to get one on hold. Dave said it has ended up with one replacement every year due to engine failure, accident, and high mileage. They are hoping to get back to every two years. Woody asked if they would at some point increase the amount going into the CRF, noting they can't always rely on the special duty funds being there. He said \$10,000 a year is not enough to stay on track with the replacement plan. Dave said it could easily be increased to \$15,000. Priority rating for both – 2/Necessary.

Board of Assessors –

#3-BA-2023 – Full Statistical Revaluation - \$80,000 – 2025 – Revaluation CRF. There was discussion about the difference between annual pick-ups, full statistical, and full revaluations.

Line explained that \$14,000 per year has been budgeted, \$4,000 for utility assessing and \$10,000 for revaluation. It was suggested that the project be prioritized to get the fund up in the next two years. Woody asked how long the Town could get away with just statistical revaluations. Line explained that it is audit-related, based on annual building permits, new lots, etc. and is determined by the DRA. Priority rating – 2/Necessary.

Cemetery Trustees –

#4-CT-2023 – East Cemetery Erosion Control - \$25,000 – 2024 – Warrant Article. Don Larsen said this project has been in the CIP since 2016. The plan is to loam, seed, compact the area, and maybe put in erosion dams to get the area to a reasonable standard. There was discussion about soil conditions, access, run-off, building a retaining wall, and tree removal. Line said she would be interested in Jeff Crosby's thoughts on the best approach. It was suggested that the trustees have a soil study done before doing anything else. Priority rating – 3/Desirable.

#8-CT-2023 – Phases 3 & 4 of Page's Corner Cremation Gardens - \$24,000 – 2025/2026 – Warrant Article & CRF. Don spoke about the sections of the cemetery that have already been completed and what they hope to complete in the next couple of years. He talked about areas for walkways, different size lots, green burials, and cremains. Woody asked if they foresee purchasing land or expanding. Don said they have plenty of available 'real estate' at this time. Priority rating – 3/Desirable.

#9-CT-2023 – Cemetery Road Project - \$20,400 – 2026/2026 – Warrant Article. Don pointed out a proposed road at the front of Page's Cemetery, noting some drainage would be needed. There was discussion of all the projects being done, available funds, and doing some out of the regular budget rather than being included in the CIP. Dave suggested this would rank as a 4; Woody agreed for now, saying these projects can't always be pushed off as they eventually all catch up at once. Don spoke about a road along the tree line at the Center Cemetery, creating a turn-around, to finish that area. As discussion continued, Woody stressed the importance of staying on track, saying the CIP is a tool to avoid spikes in taxes. Priority rating – 3/Desirable.

Highway Department –

#10-HD-2023 – Lease/Purchase 5-Ton Highway Dump Truck w/Plow, Wing & Sander - \$210,000 – 2024-2028 (\$42,000/year) – Warrant Article. The application described the project as a means of increasing the department's labor force and help the department become more self-sufficient. There was discussion about the Town having to consider transitioning to a full-time road agent, adding to the staff and equipment as it is getting harder to find sub-contractors for plowing, the number of new roads in town, etc. Priority rating – 2/Necessary

Transfer Station –

#11-TS-2023 – Skidsteer - \$70,000 – 2024 – Warrant Article & CRF. Woody said the current skidsteer is a 2007, it has had a small electrical fire, and they are seeing some other electrical issues. The piece is used to load trucks, sweep, and push snow and has no air conditioning which can be brutal in the summer. He said \$70,000 is a rough number and includes a snowblower attachment to use around the solar panels. Woody said they could trade or sell the current piece. Priority rating – 2/Necessary.

#12-TS-2023 – Backhoe - \$50,000 – 2026 – Warrant Article & CRF. Woody said this piece was used when purchased, and the hours on it are not too bad. He put the project out to 2026, saying by then the maintenance may outweigh its value. Woody said he would prefer a 4 wheel-drive, not new, with lower hours. Priority rating – 3/Desirable.

#13-TS-2023 – Lease/Purchase Roll-Off Truck - \$350,000 – 2029 – Loan. Woody said he submitted this application as a placeholder for 2029, noting that the truck is in good shape right now, but it is getting old and he is looking at future costs. Dave asked Woody to get a precise number for the yearly cost of a contractor doing the hauling and disposal versus the Town doing it. Priority rating – 4/Deferrable.

Fire Department – These applications were deferred from earlier in the meeting in hopes of Chief Wiggin being able to attend. As he was not present, the group proceeded with their review.

#5-FD-2023 – Command Vehicle - \$85,000 – 2025 – Warrant Article. The application described the project as replacing the current vehicle which has high milage and body rust. It was noted that this vehicle was formerly used by the Police Department. Priority rating – 2/Necessary.

#6-FD-2023 – Ambulance - \$330,000 – 2024 – CRF. The application described the project as replacing the current ambulance which is past due for the department’s replacement program of 12 years. It is the most used vehicle in their fleet and the only ambulance the department has available. There was discussion about ambulance billings going into a special ambulance fund rather than the general fund. The source of funding will be confirmed with Chief Wiggin. Woody suggested putting the project in for next year since it could take a couple of years to get the new vehicle. Priority rating – 2/Necessary.

#7-FD-2023 – Lease/Purchase Fire Engine - \$600,000 – 2024-2033 - CRF & Loan. The project is described to replace the current engine that is 32 years old and no longer meets NFPA safety standards. Dave recommended this be rated as a #2, saying it might get taken care of this year. He said they are looking for a used or leased vehicle. Priority rating – 2/Necessary.

Committee members agreed that all applications submitted should go on the Municipal Improvements Schedule with the timeframes submitted. Donna will put the schedule together and work on the anticipated tax impact and funding sections before the next meeting. She said the committee will review the whole picture and balance the schedule as necessary.

3. Set Date for Next Meeting

The next meeting was scheduled for March 29, 2023 at 8:15 a.m. The goal is to have the CIP done by the fall as it is budgetary document for the BOS.

Adjourn

Donna White adjourned the meeting at 9:32 a.m.