

# TOWN OF DUNBARTON

## 2024-2029 Capital Improvements Program (CIP) Committee Meeting

Wednesday, May 3, 2023

Town Office Building

1011 School Street

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### MEETING MINUTES

**Attendance:** Line Comeau, Town Administrator; Mary Girard, Library Director; Don Larsen, Cemetery Trustee; Chris Remillard, Police Chief; Jeff Crosby, Road Agent, Jon Wiggan, Fire Chief; 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. Review Municipal Improvements Schedule (MIS)

Donna asked everyone to check their information in the first section of the MIS, making sure funding sources and numbers are correct. Dave Nault asked if the funding for the Transfer Station's roll-off truck would be split between Capital Reserve Funds and a loan. Donna explained that the application came in with the funding listed as a loan, however, this could be revised by the department in the future since it is projected out to 2029. The group reviewed the project subtotals and the tax impact if the proposed projects all went through.

Donna went over the second section of the MIS, line by line for the CRF deposits discussed at the last meeting. At that meeting, it was suggested that the Highway Vehicle line should include '& Equipment'. Donna asked if this could be done without the approval of the voters. It was agreed that any change to the CRF would need to be addressed at Town Meeting. Donna asked Dave Nault, because he was not present at the last meeting, what he had in mind for annual deposits to the Land Purchase CRF. Dave said he felt this CRF would be used mainly for a deposit on any land purchase the Town might make, with the balance being a warrant article. After brief discussion, it was agreed to recommend a \$10,000 annual deposit to the Land Purchase CRF. Donna asked Line if she had found the purpose of the Building Repair CRF that was questioned at the last meeting. Line said she did not have a chance to research it. While Line was looking for the information, the group discussed the purpose of this fund versus the building maintenance fund in the operating budget. Donna said she felt that the \$100,000 deposits that were suggested at the last meeting were extremely high if the purpose of the fund is for repairs, not additions/replacements/new buildings. Those in attendance agreed. Line found an article in the 1997 town report where the fund was established. It appeared that it may have been for a specific project, based on the mention of matching insurance monies. There was some discussion about closing the fund, however, it was decided to recommend a \$10,000 annual deposit to the Building Repair CRF to be used in the event of major repairs beyond the regular operating budget. Any withdrawals for repairs would need to be approved by the voters. Donna will revise the recommended CRF deposits, which in turn will revise the subtotals and tax impact lines of this section.

Donna went over the third section of the MIS-**Reimbursements** which shows CRF offsetting revenues for the proposed projects. It was noted that there was an incorrect figure in the fire department line; Donna will make the correction and update the subtotals for this section.

Once all sections are updated, subtotals and tax impacts will be finalized. The group will review the MIS again at the next meeting. If all is in order with the MIS, Donna will be able to extract information from it to be used throughout other sections of the CIP.

**2. Review of Chapter 6 – Road Management** –Donna distributed revised copies of the chapter for the group to review. Changes were as follows:

- a) Table 21 - update Town Maintained Roads to include Fairway Drive, Hilltop Lane, Purgatory Pond Road, and the extension of Zachary Drive. Delete the DOT table of Town Maintained Roads (duplication). Review table with the road agent for accurate lengths, current conditions, and planned work.
- b) Traffic counts – after discussion, it was agreed to delete this section. Line suggested that a reference be made that the traffic counts are available. Chris recommended putting a link to the information on the Town's website.
- c) Table 22 – update Town Unmaintained Roads by removing Purgatory Pond Road, now Class V. Update the totals. Delete the DOT table of Town Unmaintained Roads (duplication).
- d) Table 23 – update Private Roads by adding Whitetail Court and Pelletier Way (entrance off Clinton Street). Update the totals. Delete the DOT table of Private Roads (duplication).
- e) Table 25 – Town Road Mileage to be updated once all related tables are revised.
- f) Town Roads Budget – Donna asked the group if this section should remain in the CIP. After a brief discussion, it was agreed to update Table 26 – Highway Department Budget Trends – and make the necessary changes to the text of the section.

**3. Set Date for Next Meeting**

The next meeting was scheduled for June 7<sup>th</sup> at 8:15 a.m.

The meeting adjourned at 8:50 a.m.