

# TOWN OF DUNBARTON

## 2025-2030 Capital Improvements Program (CIP) Committee Meeting

Wednesday, May 1, 2024

Town Office Building

1011 School Street

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### MEETING MINUTES

**Attendance:** Jon Wiggin, Fire Chief; Jeff Crosby, Road Agent; Donna White, Chair/BPZ Office Administrator

The meeting began at 8:45 a.m.

#### **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**

**#2-PD-2023 – Replace Police Vehicles & Associated Equipment** - \$70,000 – Warrant Article, CRF, & Special Duty Revolving Fund. This is an existing project to replace an existing fleet vehicle and upfit new equipment per the application submitted by Chief Remillard. The project keeps them on track to replace a vehicle every two years and includes the cost of a new Mobile Data Terminal for upfit. The proposal for funding is: \$10,000 Property Tax, \$40,000 Capital Reserve Fund Withdrawal, and \$20,000 from Special Duty Revolving Fund/Sale of oldest police vehicle at auction. Priority rating – 2/Necessary.

**#1-PD-2024 – Improve/Replace Radio Infrastructure/Equipment** - \$51,000 – Warrant Article. This is a new project to incrementally replace portable radios, as well as a funding mechanism to retrofit in-car repeaters in four vehicles per the application submitted by Chief Remillard. Significant portable radio dead spots in town create officer safety concerns. The proposal is to retrofit in-car repeaters in one car per year for four years and replace one portable radio per year. The estimated cost of the portable radios is \$4,000 each. The proposal for funding is: \$51,000 Property Tax. Priority rating – 2/Necessary.

#### **Board of Assessors**

**#2-BA-2024 – Full Statistical Revaluation** - \$84,000 – 2030 – Revaluation CRF. This is a new project as submitted by Bryan Clark, with the assistance of Line Comeau. It is a mandate of the Department of Revenue that a revaluation of residential properties and utilities is done every five years. The proposal for funding is: \$84,000 Capital Reserve Fund Withdrawal. Priority rating – 2/Necessary.

**#3-BA-2023 – Full Statistical Revaluation** - \$80,000 – 2025 – Revaluation CRF. This is an existing project and covers the revaluation planned for 2025. The proposal for funding is: \$80,000 Capital Reserve Fund Withdrawal. Priority rating – 2/Necessary.

## **Cemetery Trustees**

**#4-CT-2023 – East Cemetery Erosion Control** - \$25,000 – 2027/2028 – Warrant Article. This is an existing project that the Trustees want to pursue. 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, and tree removal. At the 2023 meetings, it was suggested that the trustees have a soil study done before doing anything else. The proposal for funding is: \$25,000 Property Tax. Priority rating – 2/Necessary.

**#8-CT-2023 – Phases 3 & 4 of Page's Corner Cremation Gardens** - \$24,000 – 2025/2026 – Warrant Article & CRF. This is an existing project to complete areas of 3' x 3' plots and 4' x 4 plots with cobblestone borders and hard pack walkways. The project also includes four granite benches in the 3' x 3' section. The proposal for funding is: \$18,000 Property Tax, \$6,000 Capital Reserve Withdrawal. Priority rating – 3/Desirable.

**#9-CT-2023 – Cemetery Road Project** – Per Justin Nault, the Trustees have decided to withdraw this project at this time.

## **Transfer Station**

**#11-TS-2023 – Skidsteer** - \$75,000 – 2025 – Warrant Article & CRF. This is an existing project to replace the current machine which is a 2007 and is having some electrical and hydraulic issues. The piece is used to load trucks, sweep, and push snow. The current machine could be sold or traded. The proposal for funding is: \$35,000 Property Tax, \$40,000 Capital Reserve Withdrawal. Priority rating – 2/Necessary.

**#12-TS-2023 – Backhoe** - \$50,000 – 2027 – Warrant Article & CRF. This is an existing project to replace the current machine, which is a 2009, purchased in 2020. The machine is used for snow removal, crushing material in the dumpsters, etc. The plan would be to upgrade to a newer, lower hour 4WD machine with a thumb. The proposal for funding is: \$30,000 Property Tax, \$20,000 Capital Reserve Withdrawal. Priority rating – 3/Desirable.

**#13-TS-2023 – Lease/Purchase Roll-Off Truck** - \$400,000 – 2030 – Loan/Property Tax. This is an existing project to replace the current 2003 truck. The truck does all of the hauling for the Transfer Station which Woody has said is the most cost-effective way for the town to move its material. The proposal for funding is: \$400,000 Property Tax. Priority rating – 4/Deferrable.

## **Fire Department**

**#5-FD-2023 – Command Vehicle** - \$90,000 – 2025 – Capital Reserve. This is an existing project to replace the current vehicle that was acquired from the Police Department, has high mileage and body rust. Cost includes new lights and radios. The proposal for funding is: \$90,000 Capital Reserve Withdrawal. Priority rating – 1/Urgent.

All applications submitted will go on the Municipal Improvements Schedule with the timeframes submitted. Donna will continue to work on the update of the document and will notify the Committee of a meeting date once decided.

## **Adjourn**

The meeting ended at 9:20 a.m.

Submitted by,

Donna White