

## Capital Improvement Committee Meeting Minutes

10/30/23

Members Present: Chair Doug Phelps, Roland Carter, Jim Hersey, Greg Stetson

Also Present: Kimberley Edelmann, Donna Duclos

Absent: Fred Lance

Chair Phelps called meeting to order at 6:32

Carter moved, Hersey seconded to approve the minutes from 10/09/23. Motion passed. Stetson will add the CIP forms to minutes moving forward, so content of each plan will be documented in form, not necessarily in body of minutes.

Phelps moved, Carter seconded to approve minutes from 10/19/2023. Motion passed.

Transfer Station CIP presented by Carter/Edelmann.

Carter explained that the goal is to improve traffic flow and efficiency at the transfer station, also to increase the materials which are recycled. He stated the current shipping containers which store the bulk materials awaiting pick up are not efficient for storage. Discussion ensued regarding the possibility of sharing a transfer station with Wilmot. Not sure if/when this is feasible. Discussion also included taxpayer opinion of capital projects, the highway department building is just beginning construction, perhaps it's best to pace the beginning of another project. It was recommended that the existing Transfer Station CRF be funded at \$20,000 in '24, up from \$10,000. See form for specific goals and costs associated.

Kimberly pointed out that the town still has ARPA funds available which will go away if not used. She will see how much we have. She also advised Lakes Region Planning Commission could help.

Discussion regarding highway projects:

Highway Special Projects CRF- Funds seem to be used frequently with no long term planning/discipline exercised. There was discussion about future major projects such as Flaghole Road, Maple Street, etc. Discussion involved establishing specific CRFs for each major project and utilizing the existing Highway Special Projects CRF for projects which come up annually/opportunities that arise. No specific resolution. Highway projects to be discussed at a later date.

# Capital Improvements Plan

## 2023 Submission Form

**Department:** \_\_\_\_Transfer Station\_\_\_\_ **Project Submission #:** \_1\_ of \_1\_

**Project Name:** \_\_Redesign for Long Term Efficiency\_\_ **Target Completion Date:** \_\_TBD\_\_

**Priority:** (check one)

\_\_\_\_ Urgent      \_\_\_\_ Necessary      ☒ Desirable      ☒ Deferrable

☒ Conceptual - Needs More Research

**Primary Effect of Project:**

☒ Repair, improve or replace existing facilities or equipment

\_\_\_\_ Expand capacity of existing services level / facility

\_\_\_\_ Provide new facility or service capability

**Service Area of Project:**

☒ Town      \_\_\_\_ Region      \_\_\_\_ School District

\_\_\_\_ Street      \_\_\_\_ Bridge      \_\_\_\_ Village (Water) District

\_\_\_\_ Other \_\_\_\_\_

**Rationale for Project:** (check all that apply; elaborate on next page)

\_\_\_\_ Removes imminent threat to public health or safety

\_\_\_\_ Responds to Federal or State requirement to implementation

☒ Provides added capacity to serve growth

\_\_\_\_ Provides incentive to economic development

☒ Alleviated substandard conditions or deficiencies

☒ Improves the quality of existing services

\_\_\_\_ Reduced long-term operating costs

\_\_\_\_ Eligible for matching funds available for limited time

Additional meeting date added for December 18 if needed.

Stetson moved to adjourn, Hersey seconded. Motion passed, meeting adjourned at 8:15.

Respectfully submitted

Gregory Stetson