

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.

46

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

49

50 **BUSINESS**

51 **Jeremy Clay – Leaf Blower 2023 CIP Request**

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

56

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

59

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

63

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

66

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

68

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

71

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

76

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

79

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

84

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

88

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

91

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

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

96  
97 The Whitney Hall improvement/renovation project is being worked on. In response to a question from  
98 Mr. Thomas, Mr. Morris explained that we are working on obtaining grants. Bigger grants have been  
99 rejected so we are working on smaller grants.

100  
101 The Shedd Street Request for Proposals (RFP) for environmental clean-up and demolition is active now.  
102 The Town should have a contract before year end. The funds can be encumbered. Mr. Thomas  
103 requested an update as things progress.

104  
105 The Water Tank Mixing Unit (project #24), Prior I well generator (project #25) and Shaker Bridge  
106 wastewater grinder (project #26) are not completed yet. Project #24 is awaiting the outcome of a  
107 nearby development plan which would change the extent and cost of delivery of power to the water  
108 tank site. For project #25 we are still looking for a FEMA grant to put generators at wells. We are trying  
109 to get quotes for project #26. We have one price but have been unable to get any other quotes. Mr.  
110 Morris will talk to Jim Taylor, Director of Public Works, about project #26.

111  
112 Projects #24 & #25 should be moved out one more year as they won't be completed in 2023.

113  
114 **CIP Plan Review**

115 The cruiser (#28) is currently being outfitted.

116  
117 The ambulance (#29) was ordered at a cost of \$256,889 vs. the \$265,367 indicated in the approved plan.  
118 The console was not needed, and money was saved by having that removed.

119  
120 The DPW plow truck (#30) has arrived. Discussion ensued regarding the cost of custom trucks vs. off-  
121 the-line trucks. The financing of the truck is split between available ARPA (American Rescue Plan Act)  
122 funds with the remainder of funds coming from the CIP CRF.

123  
124 It was noted that the cost of new fire trucks has skyrocketed – they're almost double what we paid for  
125 the same truck.

126  
127 Chipper Funding Mechanism – (#33) Ms. Bonnette explained that the revenue from the insurance  
128 company for the totaled chipper was received in 2022 (\$46,900). These funds were deposited in the  
129 General Fund and become part of the Town's Unassigned Fund Balance (UFB). The expense for the new  
130 chipper was in 2023 (\$64,405.75). In speaking with the Town's auditor, Ms. Bonnette recommended  
131 that the full funding of the new chipper be paid by the CIP CRF in 2023. In preparation of the 2024  
132 budget, the Budget Committee will be asked to approve the additional deposit of \$46,900 into the CIP  
133 CRF from the UFB, thereby reimbursing the CIP CRF. This funding mechanism also needs Select Board  
134 approval as the agent to expend from the CIP CRF. The CIP Committee indicated support for this  
135 proposed funding mechanism.

136  
137 Public Safety Building (#36) is ongoing.

138  
139 Huse Park Backstop (#38) – the Town received no response to it's Request for Proposals (RFP). The  
140 project was allocated out of the UFB.

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

144  
 145 Sidewalk improvements (#39) are on the docket. Main Street sidewalk improvements should be done  
 146 this year. Mr. Young thought the funds for sidewalks were going to be a match for the Walk-a-Mile  
 147 grant. Mr. Morris noted that the grant match is approximately \$200,000.

148  
 149 In response to a question from Mr. Thomas, it was explained that the electronic crosswalk signs were a  
 150 separate project. The \$40,000 is for replacing sidewalks.

151  
 152 It is anticipated that the sidewalks will at least be contracted this year. The sidewalks won't be stamped  
 153 due to the cost of the new sidewalks as well as the cost and problems created for maintenance. The  
 154 granite curbing will likely not be reset, but the sidewalk top simply ground and replaced. It is unknown  
 155 how far we can go for \$40,000.

156  
 157 The Walk-a-Mile grant is for the trail from the upper beach parking lot to the Shaker Museum, parking  
 158 along the side of the road near the rail trail on Main Street from the former access road toward  
 159 downtown. The parking needs to be engineered but should yield about 10 to 15 spaces. We have until  
 160 2029 to complete the project. The match for the project needs to be plugged into the CIP Plan where it  
 161 will be spent; likely over a period of more than one year.

162  
 163 The Committee received a copy of a memo to the Select Board outlining the Shaker Boulevard Bridge  
 164 Grant.

165

166	Federal Funding:	\$1,014,793.46
167	State Funding:	\$132,034.67
168	Local Match:	<u>\$33,008.66</u>
169	Total Estimated Project Cost	\$1,179,836.79

170  
 171 Mr. Young expressed the need to include the match for the Shaker Boulevard bridge. Mr. Kiley  
 172 wondered if we could use in-kind for the Town's match. Mr. Morris does not believe so. This project  
 173 does need to be added to the CIP plan though the where the funding will come from has not been  
 174 determined.

175  
 176 **CIP Target Fund Balance Discussion**

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

180  
 181 Mr. Kiley wondered if we continue to add the additional nickel to the appropriation to the CIP CRF or do  
 182 we lower it to 4 cents? This year the fund takes a big hit. Perhaps some UFB could be used to offset.

183  
 184 The Bog Road project (#15) is a large project. The expense can be broken out into multiple years as it  
 185 won't be completed in a single year.

186  
 187 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)