

CIP Committee

Regular Meeting

Minutes

September 15, 2023 – 7:30AM

Attendance: Tim Paradis, Charles Kelsey, Paul Gorman, Bill Helm

Others Present: Adam Ricker, Bob Harrington, Sam Clarke, Crystal Schimpf

1. **Call to Order** – Chair Paradis opened the meeting at 7:30.

Adam Ricker gave an overview of the schedule for the meeting and invited Bob Harrington to speak about his changes to the Public Works portion of the CIP document.

Mr. Harrington shared that he changed how the sidewalk repair costs were listed and he is now breaking them out by physical location. Some areas may be done at different times depending on the Water Precinct's projected schedule for the Main Street Water Main Replacement Project. He gave an overview of other line items including some, such as the Elkins Dam Spillway Repairs, that were added after receiving input from other groups. There have been changes made to how they review facilities management for all the buildings in town however Mr. Harrington is comfortable with the system they are currently using for equipment asset management. Costs are challenging to estimate, as the numbers are changing constantly, however the CIP committee would prefer to have at least some placeholders, so they know certain expenses are coming rather than leaving certain line items without a cost. Mr. Harrington is considering a request for a roll-off truck which would hopefully off-set other expenses, for example the trucking fees they are seeing for paper haul away. Charles Kelsey noted he would like to understand the return on investment (ROI) a little better and Bill Helm stated that it could be helpful to know but it's more of a question for the budget committee, rather than the CIP committee. Mr. Harrington shared that he is exploring other options, such as leasing, to make sure he is considering the most cost-effective solution however replacement life cycle can vary significantly depending on usage.

There was a conversation around consistency in how the numbers are recorded compared to other departments in the CIP document. Mr. Ricker noted that some projects are under \$50,000 and asked whether the committee would prefer to leave them in or take them out. The consensus was to leave them in. Adjustments will be made to how the categories are reported to make it easier to view the magnitude of certain projects, and how capital might be managed.

Mr. Harrington gave an overview of the largest changes to the sewer department category. Some changes are recommended for preventative maintenance and operating efficiency, some are for employee safety. Certain line items have been reduced due to grants and/or the completion of critical repairs that could not be put off, so those funds are no longer needed for future maintenance. Mr. Helm asked Sam Clarke if he was aware of large expenses that might be coming up at the Sunapee Sewer Treatment Plant that should be added to this document. It was agreed that it might be helpful to consider and review.

The committee thanked Mr. Harrington and Mr. Clarke for their time. Mr. Ricker introduced Crystal Schimpf to give an update on Tracy Library.

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Ms. Schimpf shared that the library is entering into a strategic plan that is anticipated to be ready in early 2024. Some of the results from that plan could cause them to reconsider how they use the space inside their walls. If they were to make interior changes, it would be beneficial to combine that project with the other maintenance and renovation projects that they already are anticipating. The stone wall repairs have been moved up because some portions act as a retaining wall for an abutting property and they need repair.

Mr. Paradis commented that it may be worth exploring updates to the heating system as part of any large interior renovation, particularly if it could mean a change in the fuel source. Mr. Kelsey asked if there were big pieces in terms of capital investment that Ms. Schimpf was aware of that might come out of the new strategic plan. Ms. Schimpf has heard many comments following several themes such as use of space, technology, and collection resources. She noted she wants to be careful not to influence the conversation too much before receiving community input however she agreed that sometimes people don't know what could be possible for a library and there will be an opportunity to have a more robust conversation around what other libraries are doing.

The committee thanked Ms. Schimpf for her time.

Mr. Ricker shared that he had not yet had a formal conversation with Putnam Kidder and Jackie Christensen however he did not foresee that there would be any major changes to the recreation category. Mr. Paradis offered to give an update on the Energy Committee.

The Energy Committee is considering several projects which could potentially be funded through capital reserve planning. Mr. Paradis gave the background of the 2018 Town Meeting warrant article in which voters affirmed a goal of 100% renewable energy for Municipal Use by 2030. He noted the Town is around 40% right now. The potential projects include a buy-out of the leased solar energy system off Frothingham Road, solar panels on the roof of the Fire Department, and the development of a Town Owned ground mount solar system that could power more municipal buildings. There was a conversation around how some of the numbers could be quantified for the CIP document and some sources were identified that could provide a rough estimate of cost.

It was determined that Waste Reduction Committee updates were covered under the public works department category. Mr. Ricker asked the CIP committee to consider if the water precinct should be included in the CIP document. Mr. Helm offered an update on the Main Street Water Main replacement project and suggested that another option the committee should consider is a long-term plan for future sources of water.

There was a recap of some of the broad themes running through all the department presentations.

2. **Future Meeting Dates:** Thursday, September 21 at 7:30AM at Syd Crook Conference Room.
Tentative, if needed: Thursday, September 28 at 7:30AM

The meeting adjourned at 9:00AM

Respectfully Submitted,

Cara Leone