

## **Capital Improvements Program Meeting Minutes**

Date: 6/25/2019

Location: Town Hall Meeting Room

In Attendance:

Michael Jewczyn

Michael Marquise

Chris White - Chair

John Galloway

Kevin Cooney - Secretary

-New members were welcomed to the CIP committee. Michael Jewczyn and Kevin Cooney were each attending their first meeting of their term.

-Brief introductions of all board members were conducted.

-Informational packet handed out to all members containing multiple documents for review (attached in pdf). This was done to provide a baseline for new members regarding the data being evaluated and the progress of recent department meetings.

-CIP committee charge and composition was reviewed with all members to provide scope of program duties and authority.

-Annual election of officers was discussed and current chair asked for volunteers to fill the role of Chair and Secretary. No responses provided and the members expressed interest in learning more about the committee prior to volunteering.

-Minutes from meetings with highway, recreation, school board, and fire department were provided and briefly reviewed.

-MS-535 Long term debt schedule was reviewed and loan/bond maturities for large scale projects were discussed in attempt to familiarize all members. Priority was placed on determining any future opportunities for large scale capital expenditures which may not substantially effect the current tax rate. Earliest expiring loan being serviced on the schedule was 2024.

-Town water and sewer commission letter reviewed and department status updated. No major planned capital expenditures on the horizon other than pump station upgrade which was voted in during the 2019 voting cycle and is set to take place from its own departmental reserves.

-County plans were looked at and identified as an area which requires further attention. Proposed spending of estimated \$25m is on the horizon to update the county nursing home in Unity. The county manager feels that this expense will be offset by the expiring bond from the Community Corrections facility in 2020, but no further commitments have been extended. Committee has placed a call to the office of the county manager for further information regarding the project. The town of Sunapee bears approximately 27% of the expense of this program once initiated so specific confirmation will be required for adequate expense planning.

-Projected capital reserve balance sheet reviewed and discussed.

-Capital Reserve plans for highway equipment, buildings and maintenance, pavement plan, and fire department were reviewed with members and various questions answered regarding funding and authority of the committee to recommend edits to department recommendations. Determined outside of the scope of CIP charge.

-CIP Quick Information table handed out to all members and discussed. Chart depicts major pending expenses per CRF's as well as Proposed items in the planning phases for future consideration.

-Resumed conversation about volunteers to act as officers on the committee. Kevin Cooney volunteered as Secretary. Motion made by Chris White to elect Kevin Cooney to the Secretary Position. Motion seconded by Michel Jewczyn. No further volunteers for Chair position.

-Future meeting dates and times pending informational requests from department heads.

-Meeting dismissed.

# Proposed Expenses

| Year | Amount                | Department                | Description                        | Funding Source     |
|------|-----------------------|---------------------------|------------------------------------|--------------------|
| 2019 | \$183,000.00          | Highway                   | Replace H-4 Dump Truck             | CRF                |
| 2019 | \$60,000.00           | Buildings and Maintenance | Boat Ramp Repair                   | CRF                |
| 2019 | \$125,000.00          | Fire                      | Forestry Truck                     | CRF                |
| 2019 | \$392,353.81          | Highway                   | Pavement Plan                      | CRF (10 Year Plan) |
|      | <b>\$760,353.81</b>   |                           |                                    |                    |
| 2020 | \$40,000.00           | Highway                   | Access Rd & Parking Lot Hwy Garage | CRF                |
| 2020 | \$484,113.83          | Highway                   | Pavement Plan                      | CRF (10 Year Plan) |
| 2020 | \$100,000.00          | Highway                   | Replace H-13 Kubota Mower          | CRF                |
|      | <b>\$624,113.83</b>   |                           |                                    |                    |
| 2021 | \$398,205.54          | Highway                   | Pavement Plan                      | CRF                |
| 2021 | \$125,000.00          | Roads and Bridges         | Jobs Creek Rd                      | CRF                |
| 2021 | \$20,000.00           | Buildings and Maintenance | Service Bay Lifts for Heavy Equip  | CRF                |
| 2021 | \$140,000.00          | Highway                   | Replace H-18 1-Ton Truck           | CRF                |
|      | <b>\$683,205.54</b>   |                           |                                    |                    |
| 2022 | \$391,219.56          | Highway                   | Pavement Plan                      | CRF                |
| 2022 | \$40,000.00           | Roads and Bridges         | Nutting Rd over Trask Brook        | CRF                |
| 2022 | \$9,000.00            | Buildings and Maintenance | Harbor Launch Parking              | CRF                |
| 2022 | \$185,000.00          | Highway                   | Replace H-5 Dump                   | CRF                |
|      | <b>\$625,219.56</b>   |                           |                                    |                    |
| 2023 | \$500,000.00          | Fire                      | Replace Engine 1                   | CRF                |
| 2023 | \$75,000.00           | Buildings and Maintenance | Transfer Station Happy Shack       | CRF                |
| 2023 | \$160,000.00          | Highway                   | Replace H-6 Dump                   | CRF                |
| 2023 | \$406,450.46          | Highway                   | Pavement Plan                      | CRF                |
|      | <b>\$1,141,450.46</b> |                           |                                    |                    |

\*Schedule Check

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|----------------|---------------------|-----------------------------|-------------------------------------|--|-------------|
| 2024           | \$341,307.49        | Highway                     | Pavement Plan                       | CRF  |             |
| 2024           | \$21,000.00         | Buildings and Maintenance   | Boatlaunch Parking/Retaining Wall   | CRF  | *Completed? |
| 2024           | \$200,000.00        | Highway                     | H-8 Loader                          | CRF  |             |
|                | <b>\$562,307.49</b> |                             |                                     |  |             |
| <b>Pending</b> |                     |                             |                                     |  |             |
| TBD            | \$1,000,000.00      | Recreation                  | Veterans Field Renovation *est only | Donations/Fund/Finance                         |             |
| TBD            | \$200,000.00        | Highway                     | Water to town shed                  | OPEN   |             |
| TBD            | \$1,400,000.00      | Highway                     | Rt 11 Project                       | Grant Denied 2019 Reapply 2020                 |             |
| TBD            | \$27,000,000.00     | School                      | SCES Renovation/Replacement         | No Data Voted Down 2019                        |             |
| TBD            | \$150,000.00        | Highway                     | Lease Purchase Excivator            | P&A Required                                   |             |
| TBD            | \$25,000,000.00     | County Proj @ 27% Liability | Renovations to Nursing Home         | County CRF/"Wedge" due to Corrections Facility |             |
| TBD            | \$370,000.00        | Sewer                       | Pump Station Upgrades               | Sewer Reserves                                 |             |