

Minutes of Capital Reserve Committee on 1/14/15

Present: Budget Committee CRC Subcommittee: Rob Prohl, John Wilson, Joe Cardillo, Nancy Rollins [Selectman]

Staff/Employees: Kim Hallquist, Wendy Johnson, Ed Anderson, Richard Lee, Scott Blewitt, Jay Lyon

Members of the Public: Phyllis Piotrow, Steve Ensign, Bruce Hudson

Chairman Prohl opened the meeting at 6:00PM and asked for the approval of the minutes of our last meeting on 12/17/14. Minutes approved unanimously.

Prohl proposed that the CRC proceed to discuss the proposed funding of the capital reserve funds for FY 2016 per Wendy Johnson chart titled Capital Reserve Fund Projections dated 1/14/15. (see attachment) If the committee can not agree on an amount, then Prohl proposed that that item would be passed over but the committee would come back to it later after all items were reviewed; if necessary a vote would be taken. The committee members agreed to these procedures. Cardillo noted that the requests totaled \$740, 510 which is significantly above last year's appropriation.

2011-GIS Software-proposed at \$40,000. Recommended BY CRC-\$20,000-unanimously

Discussion- committee agreed that this project needed to be completed [\$35, 212 already appropriated] but felt that given the number of compelling requests, \$20,000 would be proposed this year and next.

2002 Town Building Maintenance-proposed at \$60,000. Recommended by CRC: \$0 – unanimously

Discussion- The proposed 2016 town budget has \$60,000 to repair the town office building. No estimates are ready at this time for Whipple Hall. The committee felt that a comprehensive cost proposal for all town buildings needs to be finalized including decisions on whether Whipple Hall needs a major renovation to accommodate present and future space needs of the town. It is expected that these costs will be substantial and that bonding the project may make more sense.

2005 Police Fund-proposed \$35,000. Recommended by CRC \$35,000-unanimously

Discussion: CRC felt the Anderson proposal to purchase a pick-up truck and investigation vehicle in FY 2016 was warranted. This would put the police vehicles and the pick-up truck on a 3-year replacement schedule –Anderson will evaluate the effectiveness of this schedule.

1992 fire Vehicle Fund-proposed \$105,000. Recommended by CRC-\$105,000-unanimously

Discussion- CRC felt that Lyon's schedule was reasonable and needed.

2011 Fire Breathing Apparatus- proposed \$10,000. Recommended by CRC-\$10,000 - unanimously

Discussion-CRC felt this was reasonable and needed.

2015 FD Radio Replacement-Proposed \$15,000. Recommended by CRC- unanimously

Discussion: Given that the current radios are old and securing parts is problematic, committee approved request with the provision that this may be revisited during the budget process

New Dispatch Equipment-proposed \$25,000. Recommended by CRC \$5,000 - unanimously

Discussion-Given the question of whether a regional dispatch will continue, the committee felt only \$5,000 was needed to start a fund to replace and repair existing equipment that will be purchased in FY2015. The \$5,000 was Anderson's original request when he met with the budget subcommittee last November.

1997 Bridge Repair-proposed \$5,000. Recommended by CRC \$5,000- unanimously

Discussion- Committee felt this was a prudent amount given the future costs of bridge repair.

1996 Sidewalks-proposed \$30,000. Recommended by CRC \$30,000 unanimously

Discussion: Committee agreed the proposed sidewalks [see chart-attachment] are needed. Committee asked if a request was made to Colby Sawyer to contribute to the sidewalks that border their property and are used by their students. Lee responded yes on several occasions but the college has not indicated a willingness to contribute.

HW Heavy Equipment-proposed \$269,510. Recommended \$249,510 unanimously.

Discussion. The committee felt that the proposed amount was too high given the 7% inflation factor, the length of the replacement time-line, and uncertainty on how long the equipment will last given prudent maintenance and repair. Lee felt a small reduction could be made and the CRC agreed.

2005 Gravel Road Paving. Proposed \$50,000. Recommended by CRC \$50,000 unanimously.

Discussion. Committee felt it was important to continue to fund this account so the identified roads will be paved per the schedule.

2011 DPW Building Proposed \$15,000. Recommended by CRC \$0- unanimously

Discussion. The committee acknowledged that repairs need to be made in the future but felt that this project should be incorporated into the town building bond that the CRC recommends. Lee felt repairs could wait until then.

Pleasant Lake Dam-proposed \$10,000. Recommended \$10,000 unanimously

Discussion; the cost of repair is still unknown and the State expects us to continue to set aside funds for this project. The CRC felt it was prudent to continue money aside.

2006 Sewer Lagoon. Proposed \$10,000. Recommended by CRC \$0 unanimously.  
Discussion: The Selectman have not approved the cost of an engineering study to determine the cost of cleaning up the sewer lagoons. It should be noted that funds are available for this study. Lee believes that the water in the lagoons will need to be pump out and the sediment at the bottom will need to be disposed of. Joe Cardillo felt the selectman need to have the engineering study completed ASAP. The CRC agreed with Cardillo and felt this expense when known could be put into a bond for the repair/renovations of town buildings.

2007 Sewer Department. Proposed \$20,000. Recommended by CRC \$0 unanimously  
Discussion: \$23,835 remains leftover in the account from the construction of the 2009 High Pine Pump station. The CRC feels that these funds should be re-purposed to purchase the pick-up truck in FY 2016.

1993 Library Building Maintenance. Proposed \$35,000. Recommended by CRC unanimously.  
Discussion. CRC felt schedule of \$35,000 per year is appropriate and needed.

2004 Recreation Facilities. Proposed \$5,000. Recommended by CRC \$0 unanimously  
Discussion; CRC felt there was sufficient funds in their capital reserve account and no new funding is needed. Scott Blewitt agreed.

New 2015 Recreation Van. Proposed \$14,000. Recommended by CRC \$0.  
Unanimously  
Discussion: Blewitt distributed a PowerPoint handout detailing the cost, and purpose/use of a van. The CRC felt that Blewitt should look into the costs of purchasing a used van or leasing when the current van needs to be replaced. CRC felt this should be a budget item not a capital reserve.

Other discussion- there are a number of reserve funds that are not being used or needed at this time. This is approx \$129,000 and the CRC recommends the Selectman take the necessary step to have citizens vote to dissolve these funds at town meeting. If these capital reserve funds are closed by a vote at Town meeting, these monies will become revenue in the FY 2016. Additional revenue helps to reduce the amount of money that needs to be raised by taxes.

Summary: The total dollars recommended by the CRC is \$569,510 a reduction of \$171,000. These recommendations will now go to the selectman and the budget committee for approval/action in the coming weeks.

Minutes taken by Chair Prohl

Capital Reserve Fund Projections

		Projected Balance @ June 30, 2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
<b>CAPITAL RESERVE FUND</b>										
<b>GENERAL GOVERNMENT</b>	2011 GIS Update	\$ 35,212	\$ 40,000							
	GIS software		\$ (75,000)							
	Ending Balance		\$ 212	\$ 212	\$ 212	\$ 212	\$ 212	\$ 212	\$ 212	\$ 212
	2002 Town Building Maintenance	\$ 117,385	\$ 60,000							
	Ending Balance		\$ 177,385	\$ 177,385	\$ 177,385	\$ 177,385	\$ 177,385	\$ 177,385	\$ 177,385	\$ 177,385
	1997 Computer Maintenance	\$ 24,751								
	2004 Master Plan Update	\$ 7,337								
	2013 Expendable Trust Fund	\$ 30,190								
	1999 Copier Replacement-recommend to close	\$ 2,047								
<b>PUBLIC SAFETY</b>	2005 Police Vehicle Fund	\$ 35,907	\$ 35,000							
	Cruiser Sedan #1									
	Cruiser Sedan #2									
	Pick up Truck		\$ (36,000)							
	Investigations Vehicle		\$ (34,907)							
	Ending Balance		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	1992 Fire Vehicle Fund	\$ 244,628	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000	\$ 105,000
	Utility Truck		\$ (54,000)				\$ (500,000)			
	Engine/Tanker									
	Command/SUV									
	Rescue/Engine									
	Ending Balance		\$ 295,628	\$ 400,628	\$ 5,628	\$ 110,628	\$ 215,628	\$ 285,628	\$ 370,628	\$ 475,628
	2011 Fire Apparatus Repair Fund	\$ 22								
	2000 Fire Breathing Apparatus	\$ 52,788	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000
	Ending Balance		\$ 62,788	\$ 72,788	\$ 82,788	\$ 92,788	\$ 102,788	\$ 112,788	\$ 122,788	\$ 132,788
	* New 2015 FD Radio Replacement	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000
	Mobile Radios		\$ 15,000	\$ 30,000	\$ 45,000	\$ 30,000	\$ 45,000	\$ 60,000	\$ 75,000	\$ 90,000
	Ending Balance		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
	* New 2015 Dispatch Equipment		\$ 25,000							
	Ending Balance		\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000

Capital Reserve Fund Projections

	CAPITAL RESERVE FUND	Projected Balance @ June 30, 2015	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022	FY2023
PUBLIC WORKS	1997 Bridge Repairs	\$ 129,692	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
	Ending Balance		\$ 134,692	\$ 139,692	\$ 144,692	\$ 149,692	\$ 154,692	\$ 159,692	\$ 164,692	\$ 169,692
	1996 Sidewalks	\$ 70,751	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000	\$ 30,000
	KRSD to Homan's Corner			\$ (120,000)						
	Seamans Road to CSC									
	Ending Balance		\$ 100,751	\$ 10,751	\$ 40,751	\$ 70,751	\$ 100,751	\$ 10,751	\$ 40,751	\$ 70,751
	1993 Highway Heavy Equipment	\$ 336,428	\$ 269,510	\$ 269,510	\$ 269,510	\$ 269,510	\$ 269,510	\$ 269,510	\$ 269,510	\$ 269,510
	Dump Truck		\$ (80,000)					\$ (260,000)	\$ (277,600)	\$ (297,039)
	1 Ton Dump Truck & Sander		\$ (38,000)					\$ (104,800)	\$ (112,204)	
	Bobcat Loader									
	Asphalt Roller									
	Pick up Truck		\$ (41,000)							
	Loader			\$ (192,694)						
	Sweeper			\$ (60,000)						
	Sidewalk Tractor				\$ (36,769)					\$ (48,000)
	Flail Mower				\$ (18,385)					
	Trash Trailer						\$ (96,300)			
	Road Grader							\$ (238,434)		
	Compactor Roller							\$ (45,000)		
	Ending Balance		\$ 446,938	\$ 463,754	\$ 678,110	\$ 929,620	\$ 998,030	\$ 611,902	\$ 555,812	\$ 528,283
	2008 Gravel Road Paving	\$ 32,758	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 100,000	\$ 100,000	\$ 100,000
	Pine Hill Road				\$ (67,142)					
	Laurel & Hemlock Lanes					\$ (99,052)				
	Stoney Brook Rd, Fieldstone & White Pine Lanes							\$ (145,735)		
	Wilder Lane								\$ (134,149)	
	Wellswood Road & Tucker Road									\$ (103,580)
	Maple Lane									
	Autumnwood Lane									
	Heath Lane & Fox Run Road									
	Meadowbrook Road									
	Sargent Road & Kearsarge Road									
	Ending Balance		\$ 82,758	\$ 132,758	\$ 115,616	\$ 66,564	\$ 116,564	\$ 70,829	\$ 36,680	\$ 33,100
	2011 DPW Building		\$ 16,000	\$ 17,500	\$ 18,000	\$ 18,000	\$ -	\$ -	\$ -	\$ -
	Salt & Sand Shed	\$ 1,020				\$ (70,000)				
	Ending Balance		\$ 17,020	\$ 34,520	\$ 52,520	\$ 520	\$ 520	\$ 520	\$ 520	\$ 520



	2014	Dept. Request	CRF Com. Recommend. 1/14/2015
Sidewalk project	\$20,000	\$30,000	\$30,000
Bridge Repair and Maintenance Fund	\$ 5,000	\$5,000	\$ 5,000
Fire breathing apparatus	\$10,000	\$10,000	\$10,000
Fire Vehicle	\$100,000	\$105,000	\$105,000
Gravel Road Upgrades and Paving	\$50,000	\$50,000	\$50,000
Highway Equipment Replacement	\$115,000	\$269,510	\$249,510
Highway Building	\$21,500	\$16,000	\$ -0-
Pleasant Lake Dam	\$10,000	\$10,000	\$10,000
Tracy Library	\$30,000	\$35,000	\$35,000
Police Vehicle	\$31,000	\$35,000	\$35,000
Sewer Lagoon Cleanup	-0-	\$10,000	\$ -0-
Sewer Department	\$20,000	\$20,000	\$ -0-
Town Buildings	\$60,000	\$60,000	\$ -0-
GIS Update	\$ 5,000	\$40,000	\$20,000
Recreation Facilities	-0-	\$5,000	\$ -0-
New: FD Radios	-0-	\$15,000	\$15,000
New: Dispatch Equipment	-0-	\$25,000	\$ 5,000
New: Recreation Van	-0-	\$14,000	\$ -0-
	<b>\$504,000</b>	<b>\$754,510</b>	<b>\$569,510</b>