

Minutes of Capital Reserve Committee Meeting on 12/17/2014

Present:

Budget Committee Members: Rob Prohl, Joe Cardillo, John Wilson

Selectman Representative-Nancy Rollins

Staff: Kim Hallquist, Town Administrator and Wendy Johnson, Finance Director

Members of the Public: Ed Andersen, Scott Blewitt, Phyllis Piotrow, Sandra Licks, Bruce Parsons, Bruce Hudson, Jay Lyon, Richard Lee

Meeting called to order by Chair Prohl at 6:00pm.

Police Department:

Police Chief Andersen wants to move up the replacement of his Ford Expedition to FY 2016 [purchase a pick-up truck] so he is requesting \$35,000 be added to his police Vehicle Capital Reserve. In addition, Chief Andersen is requesting a new capital reserve fund for dispatch communication equipment in the amount of \$25,000. If the Selectman decide to charge towns a capital replacement cost fee these funds would be added to this fund. In response to a question about equipment and personnel needs if dispatch is outsourced, Chief Andersen stated he would need only one console, voice recorder equipment and a staff person to man dispatch during the day.

Recreation Department:

Recreation Director Scott Blewitt recommended that \$5,000 be placed in the existing CRF for Recreational Facilities. He noted that the CIP had \$50,000 being spent for upgrades to the Elkins Bathhouse, but Scott estimates the project to be closer to \$15,000 and he hopes to have these upgrades done soon. He noted that aside from the Elkins Bathhouse, he has no specific projects in mind at this time.

Scott provided information on the options to purchase or lease a new van. The current van, 14 passenger, was a gift from Woodcrest, is a 1997 model with low mileage. Scott believes it will last a couple of more years. Recreation puts about 5,000 miles per year. Scott indicated in past years prior to the van they would hire a school bus. CRC members questioned Scott about the need for a van-how many days a year does he drive it and for what purposes and whether purchasing a used van is a better option. It was also noted that Scott needs a maintenance line in his budget for his van. Additional information has been requested.

Fire Department:

Fire Chief Lyon handed out and reviewed updated tables # 16, 17, 19, 18, and increased the projected amounts in the CIP tables from \$100,000 per year to \$105,000. The increase is due to the projected costs of replacing equipment. Chief Lyon researched leasing options and determined that the cost would be about

\$100,000 more - mostly due to the number of years the Department keeps its vehicles.

Chief Lyon would like to keep the current tanker one when it is replaced in FY2018 as a backup.

John Wilson observed that keeping the tanker would be adding a piece of equipment, like the recreation van, police car and highway truck. Chief Lyon disagreed and pointed out that the fire department had 5 pieces of equipment, this would not be more than the past. He stressed that having backups was very important.

\$10,000 is proposed for the fire breathing apparatus fund as well as \$15,000 for the radio replacement fund. A discussion followed about the pro's and con's of adding money to the equipment repair and refurbishment fund; previous budget committee decided to put funds in the regular operating budget. Chief Lyon is not requesting funding at this time for this account but he clearly would like to see monies put back into this account.

Tracy Library:

Sandra Licks, Library Director, presented her request to continue funding the Library Building maintenance fund at \$35,000. The final stage of the mechanical system upgrades of \$55,000 are scheduled for FY 2016 and these funds are necessary to do this work. Ms. Licks noted that future projects include the bathrooms, carpeting and painting.

Public Works:

Richard Lee, Public Works Director, reviewed his schedules for equipment as well as gravel roads. It should be noted that an error was discovered last year which underfunded his funds. Previously \$165,000 had been identified to be placed in the highway heavy equipment fund but the amount actually is \$269,510. In addition \$50,000 is slated for gravel roads, \$16,000 for the DPW building, \$30,000 for sidewalks, \$5,000 for Bridge Repair. Also \$10,000 is requested for the Elkins Dam, and for the Sewer Lagoons. In the sewer department, \$20,000 is proposed to replace the pick-up truck.

General Government Buildings:

Under town government, Kim and Richard proposed that \$60,000 be placed in town building maintenance. Budget committee members would like to see the Mendelson Trust funds be used to fund the bandstand repairs-this decision is left to the Selectman. Discussion about the work needed for the town buildings ensued and Richard felt \$60,000 was certainly needed. Kim proposed that the \$40,000 be placed in the GIS fund to complete that project. She stated that this was recommended by the planning board.

In reviewing the chart of capital reserve funds it was noted that the following funds are no longer needed and the CRC recommends that the selectman propose closing these funds at town meeting and placing this revenue into the FY2016 budget as our capital reserve needs are greater this year than last. The funds are:

- a. Lamson Lane Fund- \$30,195
- b. Rebuild Main Street- \$58,672
- c. Intersection Improvement-\$579
- d. Master Plan Update \$ 7337
- e. Expendable Trust fund-\$30,190
- f. Copier Replacement - \$2047

In addition, \$23,835 remains in the High Pine Pump Station after work has been completed. CRC recommends that these funds be redirected to the needs of the sewer department.

The CRC committee will meet again on Wed Jan 14th, 2015 to discuss the amounts to be proposed for these Capital Reserve.

The meeting adjourned at 9:00pm.

Minutes taken by Chair Prohl