

## Capital Improvements Plan Committee

### Minutes

September, 13, 2023

The Campton Capital Improvement Plan Committee met in the Community Room to hold their monthly meeting on Wednesday, September 13, 2023, at 1:00 p.m. The attendees were member Bill Frye, Vice Chair Jack Letvinchuk, member Claire Desjardins, and Chair Karl Kelly. Also present were Town Administrator Corey Davenport and Minutes Recorder Natasha Egger. There were no members of the public on Zoom.

Member Jim Butler was absent from the meeting.

Chair Karl Kelly called the meeting to order at 1:03 p.m.

### **Minutes Review**

The Board reviewed the minutes from the last meeting on August 11, 2023. Vice Chair Jack Letvinchuk motioned to approve the minutes, and Selectman Mort Donahue seconded that motion. The Board voted unanimously in favor.

### **CIP Balances Reviewed & Funding Proposals**

#### A. CIP Balances Reviewed:

The Board reviewed the balances for the CIP accounts and the recommended funding amounts for 2024. The Board commented that the prices have increased and the Board should reevaluate the long-term costs of several projects. Corey presented his recommendations for funding levels for 2024. He mentioned the rising prices as a reason for some of the increases. Corey mentioned that the Office Technology Fund would need to be funded this year due to several needed technology upgrades.

Corey explained that the Fire Department is currently down two engines. Engine 3 did not pass inspection due to frame issues. Engine 2 was taken out of service due to repairs that were needed. Additionally, the engine's age and the replacement schedule were considered when the engine was taken out of service. Engine 1 and Engine 4 are the only two engines currently in service. Member Frye suggested going to smaller engines in the future. Corey said that discussion was happening, and the transition to a smaller engine was likely. In the meantime, a slight increase in the Fire Department Truck Fund would help afford all the coming projects. Chair Kelly suggested the Board review the recommendations and continue this discussion at the next meeting.

#### B. Funding Proposals:

Corey presented three proposals that came from the Transfer Station. The first proposal was in the year 2024, which was replacing the bailer. Corey suggested paying for the bailer in the normal budget

because it did not meet the \$25,000 threshold. In 2025, the second request was a pole barn for the Transfer Station. Jamin Levasseur, Transfer Station Manager, suggested in previous meetings that they get more money if the recyclables were covered from the elements. The pole barn would also allow the Transfer Station to accept paper again, as there would be a dry place to store it. The Board was open to adding that item to the CIP matrix. The last request was proposed for 2025. The project being proposed is paving the Transfer Station parking lot. The Board had many questions on this item. Corey will contact Desiree Mahurin, Thornton Town Administrator, for more information. The Board's concern was that if the Transfer Station was going to do other projects, they should wait to pave it. The Board reminded Corey that the Thornton Transfer Station should be presenting a 10-year plan for CIP. The Board decided to table these items until they got more information.

### **Handbook Review & Approval**

The Board reviewed the revised CIP Handbook and thought it looked good. The revised version was accepted, reflecting the adopted date as of September 13, 2023.

Vice Chair Jack Letvinchuk motioned to accept the revised Capital Improvement Program Handbook adopted on September 13, 2023. Selectman Mort Donahue seconded that motion. The Board voted unanimously in favor.

### **Board Concerns & Directives**

No one had any board concerns or directives.

### **Privilege of the floor:**

There were no members of the public present.

With no further business, the meeting was adjourned at 1:48 p.m.

Respectfully,

Natasha E Egger

Minutes Recorder

