

## CAPITAL IMPROVEMENT PROGRAM (CIP) COMMITTEE

### October 3, 2007 Meeting Minutes

#### Call to Order and review/consideration of September 5, 2007 Minutes

Herb Cooper, chairman, called the meeting to order at 7:03 pm. Present were Dom Bergen, David Cluff, Steve Jacobs, Bill and Linda Jones, and John Roberts. Charlie Pugh and Lisa Remick were not present.

Minutes from September 5, 2007, were reviewed. John moved to accept the minutes as presented, Bill seconded, unanimously approved.

#### Discussion with Freedom Road Agent, Scott Brooks

Scott Brooks was invited by the committee to come and explain how the Freedom Highway Department works with an elected road agent, but having their own buildings and owning most of their equipment. Herb explained the committee is exploring all of the different directions that can be taken so they can make a recommendation to the voters. Scott was asked to speak because Freedom is close in size and scope to Tamworth.

Equipment—Scott believes it is in the best interest of Freedom to own enough equipment to do the day to day work; a loader, a grader, a broom, a rubber-tired back hoe; a one ton dump truck and one six wheel dump truck. Four more pieces of equipment are hired for winter use: two six wheel dump trucks and two one tons. They use the grader for more than four inches of snow. They rent a piece of equipment from Caterpillar for one month in the summer to clear back the sides of the road. Any gravel has to be trucked in so they hire trucks for that.

Employees—They have four full time employees including the road agent; the transfer station is separate. They also have three to four part-time winter hires.

Other statistics—Total of 60 miles of roads, paved and unpaved; about a 50/50 mix. They own their own garage; 40 by 50. Using down time of the town employees, they put an addition on the side, 14 by 42 for an employee lounge and office. They do all of their own general maintenance, but bigger jobs go back to the dealer. They have a capital reserve fund for maintenance of equipment; it cost them \$63,000 to pave this year. They had a resurfacing and paving schedule in plan when Scott started the job. The schedule is close or maybe a little behind because of price hikes the last two years.

Budget—Scott's budget is a little over \$600,000 for the highway only (not transfer station). Mowing is done by them with owned and rented/leased equipment, which is around \$20,000 of the budget. Grader replacement is set for 30 years; they assess that at 20 years. One-ton is traded every three years; dump truck, 10 years; loader is projected for 20 years and evaluated at 15 years; rubber tire backhoe is projected for 15 years and evaluated at 10. Scott explained to the committee how they evaluate it to see if it is worth keeping longer.

Salt and sand storage—They store about 500 ton of salt. The highway department employees built a salt/sand storage unit through self-help. They haul their own sand from a local pit and screen it; \$7 a yard is the estimated cost.

Transfer station—They have two compactors and two open tops and have it all hauled away. They have one fulltime and one part-time employee for the transfer station. They clean and maintain the town beaches, property and buildings and schedule use of the town hall.

Diesel fuel and gasoline--These go out to bid and they have their own tanks. The entire municipality uses it. The police and fire department have the option of using it or the cards, depending on where they are when they need fuel.

The committee thanked Scott for his time, honest input and detailed information.

#### Review and Discuss Plans for Highway Department

The committee reviewed the information that was just presented and compared some of it to the current highway budget as well as to the information presented by the consultant this summer. The two were very similar in cost estimates.

Herb said he would like some consensus from the committee about what everyone feels they want to do with all of the information gathered. After a great deal of discussion the committee came to several conclusions:

1. Elected vs. appointed is not the issue. That can be addressed at a later time.
2. We need to start the process with a capital reserve or bond to have our own garage and equipment.
3. We need to get costs of the equipment.
4. We need to get costs of what a consultant will charge to do a site survey for the location of a building.
5. We need to get costs of a building; Herb will contact Trapper Brown and Company.

Bill volunteered to work with Herb on building the different scenarios so a presentation can be put together for the Selectmen.

The committee then put together a budget outline:

Equipment – \$320,000  
Salaries – \$225,000  
Building – \$375.000

#### Review and Discuss Detailed 2008 – 2013 CIP Spreadsheet

Passed out the sheets, but discussion was deferred until the next meeting

#### Discuss Meetings with Selectmen Board and Public Hearing

Deferred to next meeting

### Old Business/New Business

Linda submitted her resignation because of over commitment of her time now that she works for the Town and has to take minutes every week at the Selectmen's meeting. Since this is an approved committee of the Planning Board, there is also a question about having to pay her to take the minutes. Herb asked if she could stay on until they find a new recording secretary; she agreed if the search did not take too long.

### Plan for Future Meeting Dates

The next meeting will be October 30, 2007 at 7 pm.  
A future meeting is scheduled for November 14, 2007 at 7 pm.

### Motion to Adjourn

At 8:53 pm Bill moved to adjourn; Dom seconded; unanimously approved.

Respectfully submitted,  
Linda Jones,  
Recording Secretary