

# Capital Improvement Program (CIP) Committee Meeting

## Town of Temple

Approved Meeting Minutes

December 13, 2021

**Attendees:** Gail Cromwell (Chair), Gary Scholl, Andy Paul, Tim Fiske

The meeting was called to order at 5:05 p.m.

### **1. Highway Department capital improvement request: Truck replacement**

With respect to the planned replacement of the 2006 International 6-wheel dump truck, scheduled for 2022, the committee discussed whether to purchase the truck outright (at an approximate cost of \$180,000) or stick with the original plan of a lease-purchase over 3 years (approximately \$60,000 per year). Scholl pointed out that pushing off some planned paving projects until 2023 as suggested by Road Agent Kent Perry (see topic 3 below) could enable the outright purchase. Fiske noted spreading the cost over multiple years could present problems since the truck chassis and dump body/hydraulics might not be available together from the same vendor. Committee members present signaled support for the single-year approach, contingent upon a decision on the paving.

Fiske recommended that the warrant article language requesting funding for the new truck be worded to allow purchase beyond 2022, in case global supply chain issues prevented delivery of the truck and/or dump body next year. Allocating the funds to the Highway Equipment Trust Fund might allow that flexibility.

Action item: Cromwell will research the question of whether the trust fund strategy is workable.

### **2. Highway Department capital improvement request: Chipper**

The committee discussed the request for a new chipper to replace the old unit, purchased in the mid-1980s, targeting the procurement of a good used chipper for an estimated cost of \$30,000. The committee discussed the possibility of adding to the Highway Equipment Trust Fund for this purpose. Scholl reported that the current balance in that fund is approximately \$32,000, enabling Selectmen to authorize such a purchase once a used unit is sourced.

### **3. Highway Department capital improvement request: Paving**

Scholl reported the results of his analysis (see attachments) comparing two paving plan options suggested by Road Agent Perry: 1) Budgeting \$100,804 in 2022 to do Howard Hill (base coat and drainage) and Tyler Hill to Cutter Road (overlay only), putting off Cutter and Moran Roads (overlay only) until 2023. 2) Doing all these projects in 2022 at a cost of \$188,500. Committee members asked that the Road Agent review the Town's 10-year highway plan (as was requested at the October 13 meeting) to better advise the committee on the potential impacts of both options before the committee makes its recommendation.

Action item: Fiske will meet with Perry to review the 10-year highway plan and advise the committee at its next meeting.

#### **4. Town administration capital improvement request: Computer upgrades**

The committee briefly discussed the request for new computers to replace the obsolete units in the Temple Town Office at an estimated cost of \$12,000. A warrant article will be written for this request in that amount.

#### **5. Other business**

Paul brought up the idea of earmarking funds on an annual basis to improve the Town's ability to pay for unplanned capital expenditures without negatively impacting the long-term CIP plan. Scholl indicated that a contingency fund may be a good idea, as long as large sums do not accumulate. Fiske suggested that the minimum amount for a capital expense for CIP purposes should perhaps be raised from the current \$5,000 to \$10,000. Members present supported the idea. No action taken.

#### **6. Meeting minutes**

Minutes of the October 27 joint BAC-CIP meeting were approved as read.

The next CIP meeting was scheduled for December 27 at 5 p.m. at the Town Hall.

Meeting adjourned at 6:05 p.m.