

CIP Committee
Approved Minutes
Wed., May 15, 2013
7:00 pm

Meeting commenced at 7:00 pm at the Fire Station Conference Room

Present: Anne Abear, Steve Felton, Susan MacLeod, Mark Scarano and Jeanette Stewart
Also Present: Christine Austin, Paul Branscombe, Alan Cilley, Trish Temperino

1. Discussion with SAU, Trish Temperino: This is the follow up review of submitted worksheets to ascertain how the cost estimates were obtained and how accurate they are, and to understand the scope of the projects entailed. Mrs. Temperino stated the security/safety projects are to be done as soon as possible. Project 1 is remodeling the entryway. Inter-Lakes has already completed the entryway, so costs for Ashland Elementary are based on those numbers. This project includes: 1). installation of a double set of doors, with the second, interior set metal on the bottom and shatterproof glass on the top. 2). Remodel small reading room by entrance into a reception area, with open pass-through to entrance hall. 3). Hire a receptionist to handle all incoming visitors and phone calls. This project's estimated cost is \$57,000 (\$37,000 annual salary). Project 2 is the replacement of all other exterior doors for an estimated cost of \$40,000. Project 3 is for 1). better and more security cameras to cover hallways, playground and all exterior doors. 2). New locking systems with keypad swipe and quick-release buttons. (\$25,400). The proposed plan is to get as much done in 2013-2014 as possible. There is the \$10,000 capital reserve fund voted in, and whatever is in the end-of-year fund balance will be used. There is already a spending freeze in place, activated after an unbudgeted placement in the school. Questions: Questioned whether a new staff position necessary to cover entrance. Mrs. Temperino replied yes, it has shown to be the case in Inter-Lakes. Hopefully it would be a net-zero situation if another position within the school is not filled. What budget years should these projects go into? This summer a committee will set up a timeline for projects. At a minimum, replacing the glass in exterior doors and the key fobs should be done in 2013. Discussion of security systems and scope of work needed in Ashland Elementary led to Mrs. Temperino to state she would consult with Mango Security Systems, the company involved at Inter-Lakes to get the right type of system and ask about related maintenance.

The gymnasium project: There are no safety concerns currently. Costs for roofing sections are built into facilities budget. Within the next 5 years, the School Board must make a decision to either build new, or totally restructure the walls of the current building. As a capital project, it should be in 2020.

Main school building: For boilers and heat loops, money always put in facilities expendable trust. The boilers have a 20-year lifespan and are currently 11 years old. Honeywell will be consulted for future plans for replacement with investigating other fuels and a cost analysis would be done. In 10-15 years a total system replacement could be bonded.

For the roof: \$100,000 estimated for replacing sections as needed. Mrs. Temperino will ask contractor Melanson to look at actual roof involved to get an estimate of extent of work and timeline. It is expected that money will come from expendable trust, so yearly amounts should be calculated.

For paving: Cost was a guesstimate. It would be done in sections, with the first being between the gym and the Ober wing. As with roofing, yearly amounts need to be in expendable trust to do sections as needed. Paul Branscombe noted there will be paving contracts this summer for Town work including Highland St., so school should coordinate to get estimates then. Questions: Any other larger expenses to consider? No. There are no school-owned vehicles, the building is in good shape and not at capacity, and the kitchen is up to par and being privatized with current

staff retained. The decision for the kitchen enables the school to meet Federal guidelines more cost-effectively with private company running it.

Mrs. Temperino listed all the tasks she will follow through on and send the information.

With no further questions, Mrs. Temperino was thanked for all her time and she left at 7:50pm.

2. Discussion with Water and Sewer Commissioner, Alan Cilley: Steve and Alan had met and worked on expanding the spreadsheet that had been done for the Budget Committee two years ago. Steve put it into Excel format as a starting point for the Water & Sewer Department. The \$3 million listed is not the complete amount for needs to be addressed. Each of the projects on the spreadsheet will be translated to separate worksheets with more details. Mr. Cilley outlined the situation with how the W&S Commission is currently functioning. The other two commissioners decided (in writing) to appoint Mr. Cilley solely responsible for completing the CIP project worksheets. In this process, *all* commissioners need to sign off on the information included. Alan will work on breaking down the projects into 1-3 year timeframes and add any relevant details to present to the other commissioners for them to approve. It was decided that Dave Sircle of Utility Partners needs to be involved in the discussion. Mr. Cilley has attempted to contact him, but no response so far. He will try again and give June 12, 19 or July 17 as meeting dates to attend; or ask for dates that work for him to come or conference call with the CIP Committee. It was also suggested to extend the deadlines for the W&S if necessary. There was discussion on the financials of the department and questions about the status of the receiving station project. The revised estimate for a smaller scale project was \$860,000, a cost two commissioners felt could be handled without Town involvement. How much in capital reserves? \$400,000, which should be included on the spreadsheet. If this amount was used for this project, there would not be funds available for other projects listed. Most of the cash-on-hand is from receiving septage (~\$20,000/month) which subsidizes sewer, since rate income does not cover the costs of operation. Water just about pays for itself. The dilemma of the capacity vs. use of the treatment plant was briefly touched on.

Actions: Alan Cilley will contact Dave and arrange meeting date. Steve will work with Alan on worksheets and attend commission meetings to support the process.

3. Review of Electric Dept. worksheets: Deferred to next meeting.

4. Town Dept worksheets: Jeanette distributed worksheets from Town Office, DPW, and an email from Parks and Recreation stating there were no capital projects for the department. Jeanette stated Library would not have any projects. Of the two departments due next week, Paul added the Police Department is very busy and has not prepared any sheets as yet, but a new vehicle is needed. Fire Department has prepared sheets but needs documented estimates. Discussion on whether departments without projects should still come in for review to answer any questions; answer, yes, keep them on the schedule. With the Library, both Library Trustees and Scribner Trustees will be invited. If Scribner Trustees do not want to come (not required of them), committee will ask to attend their next meeting. Committee felt it is important to include them in discussion. **Mark will draft a letter to Scribner Trustees. Paul will email reminders to all Town departments. Mark will contact Steve Heath; Susan will contact Tony Randall.**

5. Minutes of April 17, 2013: Mark motioned to approve as written; Anne seconded; All in favor.

7. Next Meeting: May 29, 2013. Start spreadsheet set-up. **All meetings will start at 6:30 pm.**

9:13 pm: Motion to adjourn by Mark; seconded by Anne; all in favor.

Notes by Susan MacLeod