

# TOWN OF COLEBROOK

## CAPITAL IMPROVEMENT PROGRAM COMMITTEE

### MINUTES

Friday 5 March 2021

LAND USE OFFICE  
TOWN HALL, FLOOR 1

Special Meeting – Via Zoom

#### **Board Members Present:**

Thomas McKeon, First Selectman  
Christopher Johnstone, Public at Large  
Jim Millar, Board of Finance  
Ben Bartlett, Fire Department  
Amy Gardner - Board of Education

#### **Absent:**

#### **Others - Present:**

Robert Gilbert, CCS, Superintendent

**Vacancy:** Planning and Zoning

1. **Meeting:** Called to order at 10:02.
2. Minutes:
  - A. On a motion by Tom Mckeon, to accept the minutes of the February 19th, 2021 CIP Meeting, seconded by Ben Bartlett, minutes were approved.  
Motion passed, 4 Yes, 1 Abstention.
3. Review CIP budget exhibit:
  - A. Jim Millar discussed the 2020 – 2021 Capital Improvement Plan. Jim explained that that the current exhibit indicates a shortfall of \$144,341. Funds have not been transferred from the General Fund for the Townhall Furnace \$45,000., CVFD air packs \$56,954.87., and CCS Multi-Purpose room floor project \$60,000. Which are projects that have been approved. Once these funds are transferred this will eliminate the shortfall in the fund balance and create a small surplus. Two sub-total balances were incorrect, and Jim explained that this was the result of a problem with the formula on the spreadsheet. Jim will make the corrections and have Amy Gardner transfer money from the General Fund to the CIP.
4. Review Vehicle Assets Schedule: Tom Mckeon and Chris Johnstone discussed the 2020 Vehicle and Equipment Replacement Schedule. Item 1., 2004 Dodge Pickup Truck has previously been approved for purchase and had been ordered. Item 4., 1988 Badger Chipper has also been approved for purchase for FY 2021. Exhibit is attached.

5. Five Year Plan:

A. Tom Mckeon discussed the Vehicle asset schedule and stated that one of the trucks will have the frame sand blasted and painted which should extend the replacement date of the truck. He also discussed several buildings that will need to be repaired or renovated in the future , Town Garage and CCS building. He also discussed the current status of the Pinney Street, Creamery Road and Sandy Brook Road projects. Jim will get together with Tom to discuss costs and timeline for payments for the bridge projects.

B. Bob Gilbert presented and discussed a five-year plan for Capital Projects for the CCS. Exhibit is attached.

6. Next Meeting: 21 May 2021.

7. Meeting adjourned at 10:35AM on a motion by Chris Johnstone, seconded by Jim Millar, motion passed unanimous.

Respectfully Submitted,

Christopher L. Johnstone  
Chairman

Exhibits:

- 1 - 2020 Vehicle Equipment Replacement Schedule
- 2 – CCS Five Year Capital Projects Plan