

**TOWN OF COLEBROOK
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE**

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Wednesday, December 13th, 2023

Regular Meeting

COLEBROOK TOWN CLERK

Members Present

Ben Bartlett – Fire Department
Brad Bremer – Board of Selectmen
Tom McKeon – Board of Finance
Vacancy – Public-at-Large Representative

Members Absent

Jennifer LaRoque – P&Z

Others Present

Bill Jasmin
Jim Millar
Duncan Wilber

1. The meeting was called to order at 7 p.m.
2. The first item of business was the election of a Chair. Tom McKeon nominated Brad Bremer. Ben Bartlett seconded. There were no other nominations. Bremer was elected unanimously.
3. The minutes of the August 24th, 2023, special meeting were approved, as read.
4. A motion was made by Ben Bartlett and seconded by Tom McKeon to add a “review of activity against plan” to the agenda. The motion passed unanimously. Outgoing committee member Jim Millar discussed CIP year-to-date activity, the fund balance report, and a cash flow forecast.
5. The status of the replacement of Colebrook town truck #1 was discussed. \$50,000 had been approved earlier for a replacement vehicle. Bill Jasmin and Brad Bremer proposed replacing town truck #1 with a less expensive vehicle—and presented a bid from Sullivan’s Northwest Hills for a 2024 Chevy Equinox for \$27,150.80 (returning \$22,849.20 to vehicle reserves). A motion to approve the purchase was made by Becky Roy and seconded by Ben Bartlett. The motion passed unanimously.
6. Bill Jasmin presented a request from the Department of Public Works (DPW) asking that monies budgeted for road repairs in the 2023/24 CIP plan be used for the capital purchase of a new boom mower for roadside mowing. A bid from United Ag & Turf for \$17,800 was presented (the lesser of two bids received). DPW requested that remaining funds (\$32,200) in the road repairs CIP budget line item be used for roadside tree work. A motion to accept these recommendations was made by Tom McKeon and seconded by Ben Bartlett. The motion passed unanimously. DPW also provided an equipment replacement schedule for committee review.

7. On behalf of the Board of Education (BOE), Becky Roy presented 2024/25 CIP recommendations totaling \$100,000 (\$75,000 for parking lot and back driveway paving, and \$25,000 for upgrades to the Nurse's office and lavatory facilities—the latter being original to the building and in need replacement). The BOE also provided a master plan of suggested capital projects extending beyond 2024/25 for committee review.
8. Ben Bartlett discussed a CIP project to replace the heating system in the Colebrook Center Firehouse (previously approved at \$18,400). An RFP is to be issued on December 19th, with a contractor scheduled to be chosen by January 25th. Bartlett also discussed CIP-funded equipment and gear replacement.
9. A motion was made by Ben Bartlett and seconded by Tom McKeon to accept the 2024 meeting schedule with the meeting time moving to 4:30 p.m. The motion passed unanimously.
10. Outgoing CIP committee member Jim Millar was recognized for his 16 years of service to the Town as a member of the Board of Finance, and CIP committee.
11. Meeting adjourned on a motion by Ben Bartlett, seconded by Becky Roy, at 7:48 p.m.
12. The next meeting of the CIP committee will be Thursday, January 4th, 2024, at 4:30 p.m. in the Town Hall Land Use office.

Respectfully submitted,


Brad Bremer
Chairman