

**TOWN OF COLEBROOK
CAPITAL IMPROVEMENT PROGRAM COMMITTEE**

MINUTES

RECEIVED

Thursday, 24 August 2023

AUG 28 2023

Special Meeting

COLEBROOK TOWN CLERK

Members:

Present: Chris Johnstone – First Selectman
Becky Roy – Board of Education
Ben Bartlett – Fire Department
Jim Millar – Board of Finance

Absent/Excused: None

Others: Robert Gilbert – CCS Superintendent

Vacancy:

Public at Large
Planning and Zoning

1. The meeting was called to order at 6:00PM by Chairman Johnstone.
2. Approve May 2nd, 2023 Minutes: A motion was made by Ben Bartlett, to approve the May 2nd 2023 minutes, motion was seconded by Becky Roy. Motion passed, 3 Yes, 1 Abstention.
3. Colebrook Consolidate School Roof Project:
Discussion – Chairman Johnstone explained that SJ Winn has completed the roof with the exception of the installation of the gutters. At this time both Robert Gilbert and Chris Johnstone have contacted SJ Winn by text and by phone messages but, we have not received a response. Bob Gilbert and Chris Johnstone will continue to engage with SJ Winn to find out when we can expect to get a timeline on the installation of the gutters. Johnstone also stated that the Town Insurance carrier has paid a wind damage claim of \$51,797.78, to the CCS Board of Education for the old roof. The contract for the roof project was \$85,260., The \$51,797.78 will be credited as a grant to the CCS roof project in the CIP budget exhibit. Therefore, the total cost to the Town for this project will only be \$\$33,462.22. Johnstone noted that the old roof (25-year shingles) had been installed in June, 1998 for a cost of \$34,000.
4. Discuss CCS Attic Insulation: Chairman Johnstone explained that the insulation in the attic of the school needs to be replaced. The insulation was not included as a part of the HVAC upgrade project, and it was not included as a part of the roof project. Johnstone also explained that the roofing project did not include soffit vents and that these should be installed as soon as possible, and recommended that they be installed in conjunction with the gutters. Johnstone stated that Robert Gilbert has received an estimate of \$32K to install new insulation. A motion was made by Jim Millar to recommend to the Board of Selectman allocating \$32K from the insurance refund for installation of new insulation and soffit vents. Motion was seconded by Becky Roy, motion passed, unanimous vote.
5. Colebrook Town Truck #1: Chairman Johnstone explained that he had taken the Selectman's pick-up truck to Georges Norfolk Garage for an annual service check-up and minor repairs. Georges Norfolk Garage called and discussed that the frame rails have rotted completely through on both sides of the frame behind the front doors, the frame member that supports the rear shock

absorbers has rusted and broken away from the frame. The rust issues combined with the other repairs that would be required to return the truck to a serviceable condition exceed the value of the truck. The truck is a 2008 GMC double cab pick-up and has 94K miles on it. The recommendation is to replace the truck rather than spend any money repairing it. Johnstone requested utilizing the \$50K that is in the vehicle reserves fund to purchase a replacement vehicle. Jim Millar made a motion to recommend to the Board of Selectman to allocate \$50K from the vehicle reserve fund to purchase a new truck. Motion was seconded by Becky Roy. Motion passed by unanimous vote.

6. Review year end close-outs and status of current projects:

- a. The following projects are closed, remaining fund balances are to be transferred to "Unallocated Reserves".

Board of Education	
Technology Replacement	\$5,380.
Security Vestibule	\$48,360.
Fire Department	
Center Firehouse roof replacement	\$2,135.
Gear Replacement	(\$5,057).
Highway Department	
Road Repairs	\$19,888.
Frieghtliner Plow Truck	\$2,354.
Campbell Road Bridge	<u>\$3772.</u>
Total	76,832.

7. Develop 2024/2025 Meeting Schedule: Chairman Johnstone will develop a new meeting schedule for FY 2024/2025. See attached Calander.
8. Next Meeting will be Thursday, November 30th,2023, 7:00PM.
9. Meeting adjourned on a motion by Jim Millar, seconded by Becky Roy, at 6:35PM.

Respectfully Submitted,

Christopher L. Johnstone
Chairman

Attachments:

- 1- 2024/2025 Calander