

**TOWN OF COLEBROOK  
CAPITAL IMPROVEMENTS PROGRAM COMMITTEE**

**MINUTES**

**Thursday, January 4<sup>th</sup>, 2023**

**Regular Meeting**

Members Present

Ben Bartlett – Fire Department  
Brad Bremer – Board of Selectmen  
Jeb LaRocque – Planning & Zoning  
Tom McKeon – Board of Finance  
Vacancy – Public-at-Large Representative

Members Absent

Becky Roy – BOE

Others Present

Bob Gilbert  
Bill Jasmin  
AJ Ruwet  
Duncan Wilber

1. The meeting was called to order at 4:57 p.m. in the Town Hall Land Use office.
2. The minutes of the December 13<sup>th</sup>, 2023, meeting were approved, with the addition of Becky Roy as having attended. Motion to accept by Tom McKeon. Seconded by Ben Bartlett. Motion passed.
3. Ben Bartlett discussed ongoing and future Fire Department capital needs. Bartlett reported that a walkthrough for contractors to bid for the replacement of the heating system in the Colebrook Center Firehouse (previously approved at \$18,400) had been held earlier that day. A contractor is scheduled to be chosen by January 25<sup>th</sup>. The committee discussed grants (and their limitations) as a means to supplement the CIP and operating budgets. Motion to accept the Fire Department report by Tom McKeon. Seconded by Jen LaRocque. Motion passed.
4. Regarding earlier Department of Public Works requests, the committee discussed options for funding the purchase of mowing equipment out of unallocated reserves, with further research to be conducted and a decision to be made at the next CIP committee meeting on Feb. 1. The committee discussed use of the \$50,000 road repairs line item in the 2023/24 CIP budget, with agreement to use that to supplement road oiling budgeted for in the 2023/24 DPW operating budget, as needed. The committee also discussed setting aside \$250,000 in the 2024/25 CIP budget for purchase of a plow truck.
5. On behalf of the Board of Education (BOE), Superintendent Bob Gilbert provided an update on ongoing gutter work (to be completed by Jan. 15) and the status of HVAC project approval. Gilbert discussed 2024/25 CIP recommendations for CCS 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), as proposed at the December meeting.

6. The committee discussed the opportunity to create a master spreadsheet for long-term capital needs, with P&Z representative Jen LaRocque volunteering to propose a spreadsheet template for the committee's review.
7. The schedule of 2024 CIP committee meetings was discussed, with agreement to finalize at the next meeting.
8. Meeting adjourned on a motion by Tom McKeon, seconded by Ben Bartlett, at 5:43 p.m.
9. The next meeting of the CIP committee will be held on Thursday, February 1<sup>st</sup>, 2024, at 5 p.m. in the Town Hall Land Use office.

Respectfully submitted,



Brad Bremer  
Chairman