

**TOWN OF COLEBROOK
CAPITAL IMPROVEMENT PROGRAM COMMITTEE**

MINUTES

Thursday, February 15th, 2023

Special Meeting

Members Present

Becky Roy – Board of Education
Brad Bremer – Board of Selectmen
Jeb Burrows – Public-at-large Representative
Jen LaRocque – Planning & Zoning
Sean Barry – Fire Department
Tom McKeon – Board of Finance

Members Absent

None

Others Present

Bill Jasmin
Duncan Wilber

1. The meeting was called to order at 5 p.m. in the Town Hall Land Use office.
2. The minutes of the January 4th meeting were approved. Motion to accept by Jen LaRocque. Seconded by Tom McKeon. Motion passed.
3. The approved 2023-24 Capital Improvement Plan was discussed, with updates provided for the following projects:
 - a. Board of Education (BOE)
 - i. Technology upgrades – Complete.
 - ii. Security upgrades – Complete, with BOE to reimburse Town capital fund for overage.
 - iii. Roofing project – Waiting on gutter installation to complete.
 - iv. HVAC project – Waiting on contractor bids to be submitted (Feb. 20).
 - b. Fire Department
 - i. Center Firehouse furnace replacement – Motion to table this request and include in the 2025-26 capital plan by Tom McKeon, seconded by Jen LaRocque. Motion passed.
 - ii. Gear replacement – Three sets of gear have been ordered for \$12,200, with Fire Department to cover the \$200 overage.
 - c. Department of Public Works
 - i. Road repairs – Money for road repairs to be used, as previously discussed, to supplement road oiling budget in the general fund.
 - ii. Bridge work – Punch list items remaining on Pinney Street, Sandy Brook Road and Old Creamery Road bridges; final bills and reimbursement pending.
 - iii. Exhaust fan/fresh air intake for Town garage (gathering bids). This will be considered as a future capital project.

- d. Selectmen
 - i. Paving (2023) funded by STEAP grant – Waiting on \$367,000 State reimbursement.
 - ii. New Town garage – \$50,000 has been set aside in current year capital budget for future use. It was recommended to roll this forward and combine with future year contributions.
 - iii. Ordinance codification – Project will be completed and billed this Spring.
 - e. Unallocated Reserves
 - i. These will total approximately \$45,000 at fiscal yearend.
4. The proposed 2024-25 Capital Improvement Plan was discussed, with updates provided for the following projects, currently totaling \$450,000.
- a. Board of Education
 - i. CCS Parking lot paving (\$75,000 requested) – Discussed for inclusion in next STEAP grant cycle, with work potentially to be done in the late summer of 2025.
 - ii. Nurse’s office/Lavatory upgrade (\$25,000 requested) – Discussed prioritizing Nurse’s office, re-scoping, and funding out of CCS operating, or Town capital budget (with latter preferable).
 - b. Fire Department
 - i. Gear replacement – Discussed funding at \$13,000 per year to fully accommodate purchase of three sets of gear per year.
 - c. Department of Public Works
 - i. Bridges – Discussed budgeting as much as \$150,000 for matching funds to close out current projects (Pinney Street, Sandy Brook Road and Old Creamery Road bridges).
 - d. Selectmen
 - i. STEAP grant match – Town will need to budget \$120,910.97 to offset award of \$418,479.50 for 2024 paving of Eno Hill, Pine, Old Forge and Robertsville Roads, and the Forge Firehouse parking lot).
 - e. Vehicle reserves
 - i. Discussed budgeting \$167,089.03 against the future cost of a new plow truck (with total investment expected to be approximately \$250,000) and remaining amount to be included in the 2025-26 capital budget, with purchase to occur after July 1, 2025.
5. Early capital requests for FY 25/26, and beyond, were discussed.

6. Proposed documents to facilitate, track and forecast capital requests were discussed.
7. A revised 2024 CIP Committee meeting schedule was discussed. Motion to accept by Tom McKeon. Seconded by Sean Barry. Motion passed.
8. Meeting adjourned on motion by Becky Roy, seconded by Tom McKeon at 5:53 p.m.
9. The next meeting of the CIP Committee will be held on Thursday, March 28th, 2024, at 5 p.m. in the Town Hall Land Use office.

Respectfully submitted,



Brad Bremer
Chairman