

CAPITAL IMPROVEMENT PLANNING COMMITTEE

“SPECIAL” MEETING MINUTES NOVEMBER 3, 2009

Present: Diane Lanney, Chair, William “Bill” Murray, Vice-Chair, Kevin Motta, Caleb Langer, Planning Board rep., Ed Blanchard, FinCom rep., Brian Jette
Absent: Ernie Newcomb, Selectboard rep.

Others:

Lyn Gauthier, Hwy Superintendent

Meeting called to order at 6:40 p.m.

Introduction of Brian Jette, recruited per Diane’s email of October 10, 2009. Brian will receive his appointment certificate and be sworn in prior to our next meeting.

Motion to accept meeting minutes of October 15, 2009 with changes: Kevin Motta, Second Ed Blanchard, Bill Murray Abstain. All in Favor.

Recommendation to Selectboard regarding Mass Pallet property swap with Town land on Pitcherville Rd as voted at last meeting. Caleb will have draft for next meeting

Recommendation to Selectboard regarding Laitinen Chapter Right of First Refusal as voted at last meeting. Motion to send Diane’s draft as sent to Committee members on October 19, to be sent: Bill Murray, Second Caleb Langer. All in Favor.

1988 Mack replacement with 2010 vehicle:

The 1988 Mack has been removed from active duty (no longer registered), it is no longer road worthy, and has been declared unsafe to operate.

The replacement of this vehicle was originally necessary and scheduled for fiscal year 2008.

Lyn Gauthier provided detailed truck specification and three quote estimates, starting at \$146,000, with \$150,000 maximum. Lyn stated his preference is the Freightliner. Freightliner has recently acquired Sterling, the manufacturer of our 2007 6-wheel vehicle. It will take approximately 8 months to receive delivery. The 1988 Mack currently maintains 18 miles of roadway. All Storm-related road clearing time will increase as the route will have to be added to the other route(s). Non-replacement will increase maintenance and wear and tear on the remaining fleet of 5 trucks, also decreasing time-to-replacement of the other 5 trucks. There are new emissions requirements beginning with 2011 models at an additional cost of \$7,300 which we are subject to due to the deferment of the purchase. The existing stainless steel sander will be utilized. The plow currently on the 1988 Mack will become an extra/backup plow, as the new vehicle will come equipped with a new plow.

The following stats were outlined:

6 trucks make up the fleet.

2-3 trucks are used during the summer months.

All 6 trucks are used during the winter months.

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As the Hwy dept is down a man, Lyn expects to be driving a plow full time this winter. Lyn continues to experience difficulties in acquiring additional winter drivers.

Ed stated that some other Towns purchase a chassis and adapt it with a sander and plow. They would cut down the amount of sand routes of existing trucks. The inserts needed are too large for six-wheel trucks, as most often these are 10-wheel vehicles, which are not appropriate for our roads except for possibly Route 68. These types of vehicles have only 2/3 of the capacity of a combination body, and are not suited for Hubbardston's hilly terrain, due to the rear sand discharge

Discussed used versus new vehicle purchase. Ed says that he has two businesses (Jon Jonsson of Jon's Auto and Dan McHugh of Brookside Equipment) that all say they could get a used truck to meet our specifications. Lyn expressed surprise at not being aware of Ed's research and inquired as to what specifications Ed was working with, as the specifications Lyn produced were only made available today. Ed's specifications were previously received from Lyn. Diane stated that she firmly believes that any capital research should, out of professional courtesy, always include communication with the Department Head. Diane stated that it has been said several times by several people over the years that used Hwy vehicles could be attained by the Town, but not one has ever been produced, except by Lyn himself and unfortunately, it was not even close to being acceptable. Lyn then produced pictures of that used vehicle, at Brookside Equipment, showing extensive amounts of rust – not an appropriate purchase. Ed will work with Lyn to pursue further investigation of used versus new Hwy equipment and keep the Committee informed.

Discussion regarding the maintenance of used versus new vehicles. Where we do not have a full-time 'full-service' mechanic to service such vehicles. Example towns brought up all had full-service mechanic(s). In addition, a full-service mechanic would require facility upgrade of a full-service bay to the existing Hwy barn. Ed suggested that all department vehicle maintenance be analyzed to determine if it would be cost effective for the Town to hire a full-service mechanic. Such an analysis should be done through the SB/FinCom in conjunction with the Departments.

Motion to approve recommendation to SB for December 10 STM for purchase of 1988 Mack replacement vehicle as spec'd by Lyn on October 28, 2009 not to exceed \$150,000: Diane Lanney, Second Caleb Langer. All in Favor.

Motion to approve Form E at score of 27: Caleb Langer, Second Ed Blanchard. All in Favor.

Discussed funding mechanisms. Ed stated CIPC's funding mechanism recommendation would most likely be changed by FinCom and SB. Diane stated that it is the responsibility of this Committee to provide a responsible funding mechanism for all recommendations and thus will do so. There is a possibility that SB would approved the Capital recommendation as made, including the funding mechanism.

Discussed use of targeted stabilization funds currently not specified for any existing capital acquisitions. The Facilities Maintenance and Library, containing approximately \$5,000 each, and currently do not have not a 10-year Capital Plan or a Targeted Stabilization Plan. Consensus

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to only use Hwy stabilization as the departments, SB and Library, may be unhappy with “their” funds acquisitioned to another department at this time.

Ed made mention of the DOR Financial Management Report (FMR) recommendation to combine all Target Stabilization accounts into one. Diane, as this would be an extended discussion, asked that it be tabled until the next meeting.

Motion for funding mechanism for 1988 Mack replacement - \$15,000 from Hwy Stabilization, \$20,000 from R&A, 10-year borrow remainder: Ed Blanchard, Second Bill Murray. All in Favor.

Ed stated he believes that the upcoming Hwy capital replacement of the 2000 Ford F250 pickup with a Ford F450 pickup at \$60,000 can be acquired much cheaper by obtaining a used or ‘left over’ vehicle. It would also come with a new plow. The replacement was also scheduled for 2008, but has not been approved the past two years.

Diane briefly reviewed her meeting with Acting Fire Chief Bob Hayes relevant to the replacement of FD 1996 pickup. Bob presented possible need to replace the vehicle at the December 10 STM. The pickup was obtained used at auction. The FD recently received a \$2,000 matching grant, \$1,000 of which will be matched with Brush Funds (*clarification note: a total of \$2,100*) to perform maintenance, specifically for rust repair, on the 1984 pickup. There is no increase in expected maintenance costs, but current signs of possible maintenance increase FY11. Diane outlined for Bob what CIPC would be looking for. She also recommended that he work with Hwy as all FD pickups are currently slated to be handed down from Hwy, with the 2000 Hwy Ford F250 being the replacement for the FD1996 pickup, originally scheduled for FY08. However, the non-replacement, there is no vehicle hand down. Diane reminded FD that the use of the FD Stabilization, not funded the past 2 years, would impact the future FD Stabilization down payments for future schedule capital purchases. Discussion relative to changes to the FD 10-year Capital Plan in that the 2000 F250 is not appropriate as a brush vehicle due to its gas engine and light weight. Diane reminded FD that although the ‘2nd’ pickup is not the brush vehicle but the transport and plow vehicle, beginning with the 2004 Ford F450 Hwy vehicle hand down, both FD pickups would be appropriate brush vehicles.

After an FD Officers meeting last night, Bob decided not to move forward with a request to replace the 1996 pickup at this time.

Discussed Hwy barn possible upcoming requirements (ie: fuel tanks replacement). Bill to meet with Lyn.

Briefly discussed MRPC DOT review. Regular attendance by Town official(s) is needed to be considered for the grants applied for. Case in point; Paul Hale and the repaving of Route 62.

Public Awareness: Bill handed out the flyer used when 2007 Sterling was approved as capital outlay purchase. Diane will email what she has from that capital outlay and other Hwy vehicle

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analysis and data that has been completed over the years to members for review and possible usage for 1988 Mack replacement vehicle.

Facilities Plan:

- Caleb; update FD facilities portions and his reorganization of the document ideas
- Bill; add pictures and Hwy data
- Diane; add library (also use of CPC documents)
- Kevin; work with Deb Roussel and Dennis Perron to include computer infrastructure for SladeBuilding
- Ernie; Parks and Cemetery
- Diane; Historical Society for Williamsville Chapel
- Diane; Clare Barnes for HCS
- Kevin; Open Space and Computer Committee

Motion to Adjourn: Bill Murray, Second Kevin Motta. All in Favor.
Adjourned at 8:43 p.m.

Next Meeting: Thursday, November 19, 2009 at 6:30 p.m.