

**Canaan Capital Improvement Program Committee
Minutes of Meeting on September 14, 2023
Emergency Operations Center**

The meeting began at 8:30 AM

Present:

CIP Committee members Sadie Wells, Sal Percia, and Tom Milligan. Jack Wozmak, Interim Town Administrator, Cariann Zandell, Finance Manager, and Ellie Davis. Claude Lemoi participated by telephone due to a COVID infection. Sadie Wells chaired the meeting.

Proceedings:

The draft minutes of August 17, 2023 had been distributed to the committee by email. Tom Milligan made a motion to waive the reading of the minutes and approve them as written, Sal Percia seconded the motion, and it was approved, with Sadie Wells abstaining.

The two alternative spreadsheets for Major Highway Equipment (Purchase vs. Lease option) had been updated by Cariann based on the previous meeting. It was decided to add the cost of purchasing a grader to the purchase spreadsheet, to facilitate the comparison of the two options. It was reiterated that due to the very high cost of highway vehicles, documentation to support the estimates (quotations, catalog pricing, etc.) is required. Other considerations of lease vs. purchase were discussed, including repair costs, warranties, the mechanic's workload, opportunity cost of road repairs not done because of broken equipment, and embedded finance cost & lease company profit in lease contracts. Further discussion of Major Highway Equipment was tabled until the next meeting, when the Highway Department Head will be asked to provide documentation for cost estimates and review the current plan options with the Committee.

A replacement skid steer will be retained in the CIP plan for 2024, and a placeholder of \$40,000 (live floor trailer) will be in the plan for 2025. The actual equipment to be purchased in 2025 and beyond will be determined by a pending Transfer Station operation re-design as reported by Jack Wozmak. J R DeFosse (Transfer Station manager) joined the meeting late to emphasize the urgent need to replace the old skid steer.

Jack reported that design efforts are underway for bridge replacements at Gristmill Hill Road and Potato Road, and that the designs, schedules, and amounts of state funding for each are evolving, and so the CIP plan for bridges has not been updated at this time.

Jack recommended that a total cost estimate for a highway garage addition be obtained from a building contractor. This addition is currently in the Buildings section of the CIP plan at \$300,000, the preliminary cost estimate generated by the CIP committee in October, 2023. The library needs painting and repairs, and the Senior Center needs a section of roof replaced, both of which might be added to the CIP plan. Cost estimates are not yet available.

The committee acknowledged a request from Ellie Davis that CIP Committee meetings be recorded and made available to the public, without immediate resolution.

Sadie Wells made a motion to adjourn, Sal Percia seconded the motion, and with all in favor the meeting was adjourned at 9:55 AM.

Respectfully submitted:
Claude Lemoi