

**Canaan Capital Improvement Program Committee  
Minutes of Meeting on September 26, 2023  
Fire Station Meeting Room**

The meeting began at 8:30 AM

**Present:**

CIP Committee members Claude Lemoi, Sadie Wells, and Tom Milligan. Also, Jack Wozmak, Interim Town Administrator, Cariann Zandell, Finance Manager, Bob Cushman, Guy England, Monica Rowe, and two members of the public.

**Proceedings:**

The draft minutes of September 14, 2023 had been distributed to the committee by email. Sadie Wells made a motion to waive the reading of the minutes and approve them as written, Tom Milligan seconded the motion, and it was approved.

**Buildings:** The Town has issued an RFP for painting and associated repairs on the library. The condition of the roof on the Senior Center is being assessed. Jack reported that this maintenance will be included in the General Budget, and not within the CIP plan, which is normal. A new addition to the Highway Garage remains in the CIP plan in 2025.

**Transfer Station:** The redesign effort will be funded from the 2023 and 2024 General Budget. The needed skid steer remains in the CIP plan for 2024. Future capital equipment needs will depend on the outcome of the redesign.

Bob Cushman provided a current quotation to purchase a 10 wheel dump truck, at a much lower cost than the \$350,000 previously estimated. Bob agreed to ask the dealer to keep the quote valid until March, 2024, since Town Meeting approval will be needed to permit ordering the equipment. Meanwhile, Cariann will update the CIP plan based on the new quote.

The committee reviewed a comparison provided by Cariann Zandell between a “fleet lease option” (to lease six pieces of major Highway Equipment) and a purchase option, which would require deferred replacement of several pieces of equipment until funds become available. Bob Cushman described the advantages to the town of the fleet lease option, including lower repair costs, less downtime, and increased efficiency. The Select Board is currently estimating the dollar value of these expected benefits. The CIP Committee agreed to pursue the lease option as recommended by Bob and Jack Wozmak. Jack will provide guidance regarding the appropriate use of Capital Reserves funds vs. general funds for leasing capital equipment.

**Other business:** Tom Milligan moved the CIP Committee adopt a policy that public comments and questions be restricted to the end of meetings, unless specifically invited by the Chair. Sadie Wells seconded the motion, and after a brief discussion the motion was approved.

Sadie Wells made a motion to adjourn, Tom Milligan seconded the motion, and with all in favor the meeting was adjourned at 10:00 AM.

Respectfully submitted,  
Claude Lemoi