

**Canaan Capital Improvement Program Committee  
Minutes of Meeting on October 10, 2023  
Emergency Operations Center**

The meeting began at 8:30 AM

**Present:**

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

**Proceedings:**

The draft minutes of September 26, 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.

The chair reminded everyone present that there is currently only one more meeting scheduled this year (Oct. 24th), and that all final numbers need to be available by then to allow the Committee to approve the recommendation of a CIP plan for FY24 to meet this season's budgeting timeline.

The chair also reminded everyone of the new policy adopted at the last CIP meeting that public comments and questions should be held until the end of the meeting (unless specifically invited by the chair).

Highway Department: Bob Cushman was asked to review and update the numbers for equipment he requests which would be funded by the General Fund. The committee reviewed the latest revision of the CIP plan for Capital Reserves equipment, as provided by Cariann Zandell. Bob provided printed quotations for a "1 Ton" truck, a grader, and a backhoe. These quotes were equal to or less than the previous estimates in the developing CIP plan. Bob agreed to ask the suppliers to honor these quotes until the end of March, 2024, because approval to acquire this equipment cannot be available until after Town Meeting that month. Cariann will adjust the numbers in the CIP plan as needed to reflect these quotes.

There was a lengthy discussion describing the current ongoing evaluation of the pros and cons of harvesting road materials from the Town's gravel pit vs. purchasing these materials, including the need to assess the quality of those materials. This decision will impact whether or not a bulldozer and an excavator need to be included in the CIP plan in the next few years.

Bridges: Jack reported that design and engineering activities for the Grist Mill Hill Road and Potato Road bridges are continuing. He will try to provide updated cost estimates for these projects before the next CIP meeting, since firm costs will not be known in time to complete this year's CIP plan.

Jack also reported that the transfer station re-design effort continues. The needed skid steer remains in the CIP plan for 2024. Future capital equipment needs will depend on the outcome of the re-design.

The committee agreed unanimously that planned Water & Sewer department expenditures are outside the scope of the CIP committee, and will not be addressed in the annual CIP report, since W&S is not funded by Canaan taxes. Jack Wozmak concurred.

Jack reported that the Town is currently trying to identify improvements to its Road reconstruction methods. No Capital needs beyond normal annual maintenance costs have been identified yet. If additional Capital needs are identified, they will be included in the CIP plan.

The following comments were received from the public, and all were taken under advisement:

1. Proposed maintenance agreements for heavy equipment should be reviewed to understand the number of equipment operating hours covered compared to the actual operating hours needed in Canaan, for both purchase and lease options.
2. A wing and plow blade should be required accessories for the new grader.
3. The town needs to re-confirm NH state rules regarding the use of Capital Reserve funds for lease payments.
4. Quotes being used for CIP planning were requested to be made available to the public.
5. It was stated that removing the excavator from the CIP plan (if the gravel pit is closed) would be a mistake, since an excavator is needed for some road projects.
6. The cost of asphalt needs to be re-confirmed. Increases in recent years may not be as large as estimated. By the way, there are 21 miles of paved roads in Canaan.
7. Engineering evaluations of the sand and gravel in the newer gravel pit were conducted, and reports of the findings are on file at the town office. These materials are high enough quality for use, according to these reports.

Sal Percia made a motion to adjourn, Tom Milligan seconded the motion, and with all in favor the meeting was adjourned at 9:52 AM.

Respectfully submitted,  
Claude Lemoi