

**Canaan Capital Improvement Program Committee
Minutes of Meeting on November 2, 2023
Emergency Operations Center**

The meeting began at 9:00 AM

Present:

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

Proceedings:

The draft minutes of October 10, 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, Sal Percia seconded the motion, and it was approved. Also, there were no suggestions from the Committee to change the informal minutes of the working meeting held October 26, 2023.

Highway Department: based on evaluations of the department's heavy equipment recently completed by the Town Mechanic, Bob Cushman identified the top four priority pieces of equipment that need replacement now, and he agreed to revise the previously proposed plan to lease seven vehicles in 2024 to now leasing the top four priorities, and delay the planned replacement of the other three trucks. Cariann Zandell will be asked to obtain a lease quote for the four priority items, and to update the CIP spreadsheet accordingly.

The Committee then reviewed open action items which had been identified at previous meetings, closing many, and updating the status of a few items. The largest dollar value open items identified were:

1. Can the truck lift in the highway garage be repaired, or will it need to be replaced (at a value of approximately \$90,000), and if so, when. Bob Cushman and Guy England to resolve.
2. Updated lease quote needed to lease four pieces of highway heavy equipment
3. John Hennessy to obtain current quote for proposed ambulance replacement in 2024, and estimate for trade-in (\$200,000 +/-)
4. What is the current best estimated plan for three bridge replacement projects in dollars by year (total estimated cost for design & construction, State/Federal funding expected, town capital reserves needed to pay off)? Jack Wozmak to provide his best estimates to Cariann.

During the discussion of open action items, the committee arrived at a consensus, with the agreement of Jack Wozmak, that the following three topics are not within the scope of the CIP Committee:

1. Detailed review of terms and conditions of proposed lease agreements for highway equipment (subject to review by Town Manager, Highway Superintendent, Budget Committee, and Select Board)
2. Detailed review of terms and conditions of proposed extended service contracts for highway equipment (subject to review by Highway Superintendent, Budget Committee, and Select Board)
3. Road maintenance and reconstruction (being planned and managed by Highway Superintendent, Budget Committee, and Select Board)

The next meeting of the CIP Committee was scheduled for Thursday, November 16, 2023 at 1:00 PM. The chair requested that all open action items be completed by then and reflected in the spreadsheet being maintained by Cariann, so that the Committee will be in a position to review the final CIP plan and vote to recommend it to the Planning Board and the Budget Committee.

Tom Milligan made a motion to adjourn, Sadie Wells seconded the motion, and with all in favor the meeting was adjourned at 10:15 AM.

Respectfully submitted,
Claude Lemoi