

**Canaan Capital Improvement Program Committee  
Minutes of Working Meeting on October 26, 2023  
Emergency Operations Center**

The meeting began at 8:30 AM

**Present:**

CIP Committee members Claude Lemoi and Sadie Wells. Committee member Sal Percia participated via Zoom due to hospitalization. Also, Jack Wozmak, Interim Town Administrator, Police Chief Ryan Porter, Monica Rowe, and two members of the public.

As chair, Claude announced that this meeting would be a working meeting only, with no voting or official action allowed, since a quorum was not physically present. Claude also announced that he has requested the Select Board to appoint an additional Budget Committee representative to the CIP Committee in order to make it easier to attain quorums for meetings. The Select Board will consider this request at their next meeting.

**Discussion:**

The draft minutes of October 10, 2023 had been distributed to the committee by email, and will be reviewed at the next meeting, when a quorum is expected.

Plans to replace two computer servers in the Police Department were discussed with Chief Porter. He is expecting quotes for the equipment soon, and was advised that only the equipment cost should be listed in the CIP plan, not the labor to install and set up. Also, after reviewing the needs for replacement, and considering options, Chief Porter agreed that it makes sense to plan replacement of one server in 2024, and the other server in 2025.

Those present held a general discussion about Highway Department Heavy Equipment with Jack, since the Highway Department Head was unable to attend. Jack will assure the detailed terms and conditions of the proposed lease contract will be reviewed by the town. Claude shared with those present that the total funding proposed for Highway Equipment (Capital Reserves savings plus one year lease) for 2023 was **\$212,000** last year, and the amount currently being requested by the Highway Department for 2024 is **\$535,372**. Given the large projected cost for highway equipment, Claude requested lease quotes for each piece of equipment, rather than the existing quote for a full package of seven pieces.

Jack reported that the Town Mechanic and Highway Department Head are still working on a full assessment of equipment condition which will help the CIP Committee, the Budget Committee, the Select Board, and the voters to evaluate proposed replacement plans. Jack also reported that the suitability of materials in the gravel pit is being evaluated, and a decision regarding the future operation of the gravel pit is pending. Public comment included a request that the Town consider the importance of retaining an operational excavator for the purpose of roadside ditching in the event the Town decides to close the gravel pit.

Jack described the wide variety of ambulance configurations available in the market, and the wide range of associated prices. Everyone present agreed that a quote for the specific ambulance planned for replacement in 2024 is needed. Also, it was stated the trade-in value of the current ambulance needs to be estimated and entered into the CIP plan.

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 and timing for these projects and for replacement of the transfer station bridge 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 currently in the CIP plan may change, depending on the outcome of the re-design.

There was a discussion about whether road re-construction should be included in CIP scope, since much of that activity recurs annually (especially dirt road maintenance). Some road maintenance has a long life, and does not recur annually (for example, complete replacement of asphalt). No clear conclusion was reached.

The next CIP Committee meeting was scheduled at 9:00 AM on Thursday, November 2nd at the EOC.

The meeting ended at 10:10 AM.

Respectfully submitted,  
Claude Lemoi