

Meeting Minutes
Capital Improvements Program Committee (CIPC)
February 3, 2023

CIPC Members in Attendance: Cody Gray (Chairman), Mary Phillips (Clerk), Jean Beadle, Peter Claypoole, and Frederick Van Magness

Town Staff Present: Charlie Smith and Heidi Davis

The meeting was called to order at 8:07 am. The Committee resumed consideration of departmental capital project requests.

- Recreation Department, Director Dan Sturgeon

-- Ice Rink Improvements - Roof & Maintenance Shed Renovation (\$941,000). The third and final phase of this project, begun in 2017, consists of adding an open, steel beam roof to the ice rink with lights and electric fans, tearing down the structure that currently houses the Zamboni and other equipment, and building a new structure that would allow the Zamboni to be driven directly onto the ice. The improvements would enhance use of the rink by providing protection from rain and snow and would extend the ice season by a month. The roof would also address a problem with water pooling in the rink caused in part by a bowl created when the rink was resurfaced in August 2022.

In response to questions, Dan agreed to look at a fabric structure as an alternative to a steel beam roof but opined that fabric structures can be more expensive and questioned a fabric structure's functionality. Dan will also estimate the life of the dasher boards with and without a roof.

-- States Landing Park Improvements — Phase 6 (\$490,000). The States Landing Project began roughly ten years ago and is approaching its final phase (Phase VI). Dan noted that the water near the shore has been dredged, parking has been addressed, and a new boat launch, dock, and rain gardens have been installed. Phase VI would consist of construction of a pavilion, a guard shack, and composting bathroom structures; completion of the trail system; and the installation of playground equipment and bocce, cornhole, and horseshoe facilities. In 2019, the cost of the States Landing project was estimated by the Recreation Department at \$1,847,000. CIPC reports dating back to 2014 show a total of \$1,860,000 having been appropriated from 2014 through FY2022-23. With the current request, total project appropriations would be \$2,350,000. NOTE: Last year, Dan's final request for Phase VI was \$310,000 for FY2023, which was approved, plus another \$250,000 for 2023-24 (although this was not included in the 6-year plan).

In response to questions from Fred, Dan stated he would update the 2016 cost estimates to reflect current cost levels; while the costs are out of date, Charlie, citing DPW input, suggested the \$490k estimate may actually be high. Dan will also follow up on the number of public parking spaces available at States Landing. Jean asked Dan to consider whether the funding for, and installation of, the playground equipment might be put off to next year since none of the new work on Phase VI will begin until next September.

Follow-up on 7-Passenger Van. Prior to the pandemic, the Recreation Department used the van daily in the summer to make runs to the beaches. Other times of the year, the van is used for training, primarily by Rec, but also by other departments. Dan expects usage will resume to pre-pandemic levels in 2023-24. Dan will follow up with mileage and maintenance information on the 7-passenger van. Fred and Jean asked Dan to consider whether it would be more economical to provide mileage reimbursement for use of private vehicles rather than own the van.

Following the completion of Department presentations, the Committee discussed how it would proceed in evaluating the capital program. Cody reviewed the CIPC charge, specifically the intent that the capital plan meet the needs of the Town and minimize fluctuations of the tax rate, emphasizing that this should be the Committee's focus. A discussion of how the charge should be interpreted followed, including the Committee's potential role in evaluating the proposed Community Center.

The Committee then reviewed use of the scoring sheets and how the scoring categories should be interpreted and what follow-up information will be provided by the Departments. Cody asked members to send him their completed score sheets no later than Tuesday. Committee members were asked to send any follow-up questions directly to Charlie or Cody, who will then follow up with CIPC members. Charlie will follow up with DPW to ask which portion of the garage project is the top priority should the project be bifurcated and ask for a recommendation as to when the other portion of the project should be programmed. Finally, there was a brief review of Town Trust Funds.

The meeting adjourned at 11:08 am upon a motion by Peter Claypoole, seconded by Jean Beadle.

The next meeting of the CIPC will be on Thursday, February 9, 2023, at 8 am to review scores for each of the proposed capital projects.

Respectfully submitted,
Mary Phillips, CIPC