

**Town of Pownal**  
**Capital Improvement Planning Committee**

March 29, 2023  
Mallett Hall  
6:30 pm

- I. Roll Call; establish quorum; confirm agenda.
- II. Review/approve minutes of previous meeting – February 22, 2023
- III. Public Comment
- IV. Select Board Input
  - a. Future Facilities Update – Andy O’Brien
- V. Functional Change to CIP Model
  - a. **Proposed Vote:** To modify the CIP Model to automatically change (smooth) calculated appropriations that are negative to the same amount as the previous year.
  - b. **Proposed Vote:** To make all “FY Appropriation” amounts on the Appropriation Plan tab rounded to the nearest thousand.
- VI. Determine impact of transfer from Undesignated Reserve Impact
  - a. Review “What-If” feature
  - b. Vote on recommendation to Budget Committee
- VII. Review Committee Charge from Select Board
- VIII. Open Discussion
- IX. Confirm next meeting date, time.
  - a. Wednesday, April 26, 2023, at 6:30 pm
  - b. Annual Report blurb
  - c. Is the name of the committee still appropriate?
- X. Adjourn

### Exhibit V

| 20230317-10.32.2 LOCAL      |            |   |            |            |            | No Data Entry on this sheet! |                 |            |            |            | Future Appropriation Smoothing |            |            |            |              |              |            |
|-----------------------------|------------|---|------------|------------|------------|------------------------------|-----------------|------------|------------|------------|--------------------------------|------------|------------|------------|--------------|--------------|------------|
| Create Gold Copy            |            | assumes maximum of 4 item refreshes in plan   |            |            |            |                              | Yearly Increase |            | 5.0%       |            |                                |            |            |            |              |              |            |
| Save to Local File          |            | Assets are grouped using Projected Cost with a threshold of \$300,000 projected cost. |            |            |            |                              | # of years      |            | 10         |            |                                |            |            |            |              |              |            |
|                             | Year 1     | Year 2  | Year 3     | Year 4     | Year 5     | <<Override                   |                 |            |            |            |                                |            |            |            |              |              |            |
| FY Appropriation            | \$ 144,000 | \$ 152,000  | \$ 152,000 | \$ 156,000 | \$ 160,000 | \$ 168,000                   | \$ 176,400      | \$ 185,220 | \$ 194,481 | \$ 204,205 | \$ 214,415                     | \$ 225,136 | \$ 236,393 | \$ 248,213 | \$ 260,623   | \$ (113,390) | \$ 322,660 |
| Designated Reserve Acct Bal | \$ 824,902 | \$ 901,902  | \$ 819,017 | \$ 975,017 | \$ 470,540 | \$ 638,540                   | \$ 480,554      | \$ 547,444 | \$ 741,925 | \$ 561,992 | \$ 776,407                     | \$ 525,906 | \$ 762,299 | \$ 928,979 | \$ 1,189,602 | \$ 1,876,212 | \$ 854,193 |
| FY Expenditures             | \$ 75,000  | \$ 234,885  | \$ -       | \$ 664,477 | \$ -       | \$ 334,386                   | \$ 118,330      | \$ -       | \$ 384,138 | \$ -       | \$ 475,637                     | \$ -       | \$ 81,532  | \$ -       | \$ -         | \$ 544,679   | \$ 325,903 |
| Designated Reserve Acct Bal | \$ 749,902 | \$ 667,017  | \$ 819,017 | \$ 310,540 | \$ 470,540 | \$ 304,154                   | \$ 362,224      | \$ 547,444 | \$ 357,787 | \$ 561,992 | \$ 300,770                     | \$ 525,906 | \$ 680,767 | \$ 928,979 | \$ 1,189,602 | \$ 531,533   | \$ 528,289 |
| Bond Threshold = \$300,000  |            |   |            |            |            |                              |                 |            |            |            |                                |            |            |            |              |              |            |
| Fiscal Year ->              | 2024       | 2025  | 2026       | 2027       | 2028       | 2029                         | 2030            | 2031       | 2032       | 2033       | 2034                           | 2035       | 2036       | 2037       | 2038         | 2039         | 2040       |

The above screen shot was taken of the FY 2024 CIP spreadsheet and shows a negative appropriation in FY 2039.

| 20230317-10.32.2 LOCAL      |            |   |            |            |            | No Data Entry on this sheet! |                 |            |            |            | Future Appropriation Smoothing |            |            |            |              |              |              |            |
|-----------------------------|------------|---|------------|------------|------------|------------------------------|-----------------|------------|------------|------------|--------------------------------|------------|------------|------------|--------------|--------------|--------------|------------|
| Create Gold Copy            |            | assumes maximum of 4 item refreshes in plan   |            |            |            |                              | Yearly Increase |            | 5.0%       |            |                                |            |            |            |              |              |              |            |
| Save to Local File          |            | Assets are grouped using Projected Cost with a threshold of \$300,000 projected cost. |            |            |            |                              | # of years      |            | 10         |            |                                |            |            |            |              |              |              |            |
|                             | Year 1     | Year 2  | Year 3     | Year 4     | Year 5     | <<Override                   |                 |            |            |            |                                |            |            |            |              |              |              |            |
| FY Appropriation            | \$ 144,000 | \$ 152,000  | \$ 152,000 | \$ 156,000 | \$ 160,000 | \$ 168,000                   | \$ 176,400      | \$ 185,220 | \$ 194,481 | \$ 204,205 | \$ 214,415                     | \$ 225,136 | \$ 236,393 | \$ 248,213 | \$ 260,623   | \$ 260,623   | \$ 103,181   |            |
| Designated Reserve Acct Bal | \$ 824,902 | \$ 901,902  | \$ 819,017 | \$ 975,017 | \$ 470,540 | \$ 638,540                   | \$ 480,554      | \$ 547,444 | \$ 741,925 | \$ 561,992 | \$ 776,407                     | \$ 525,906 | \$ 762,299 | \$ 928,979 | \$ 1,189,602 | \$ 1,450,226 | \$ 1,166,170 | \$ 943,447 |
| FY Expenditures             | \$ 75,000  | \$ 234,885  | \$ -       | \$ 664,477 | \$ -       | \$ 334,386                   | \$ 118,330      | \$ -       | \$ 384,138 | \$ -       | \$ 475,637                     | \$ -       | \$ 81,532  | \$ -       | \$ -         | \$ 544,679   | \$ 325,903   | \$ 600,509 |
| Designated Reserve Acct Bal | \$ 749,902 | \$ 667,017  | \$ 819,017 | \$ 310,540 | \$ 470,540 | \$ 304,154                   | \$ 362,224      | \$ 547,444 | \$ 357,787 | \$ 561,992 | \$ 300,770                     | \$ 525,906 | \$ 680,767 | \$ 928,979 | \$ 1,189,602 | \$ 905,546   | \$ 840,266   | \$ 342,938 |
| Bond Threshold = \$300,000  |            |   |            |            |            |                              |                 |            |            |            |                                |            |            |            |              |              |              |            |
| Fiscal Year ->              | 2024       | 2025  | 2026       | 2027       | 2028       | 2029                         | 2030            | 2031       | 2032       | 2033       | 2034                           | 2035       | 2036       | 2037       | 2038         | 2039         | 2040         | 2041       |

The above screen shot was taken of FY 2024 CIP spreadsheet and shows automatic smoothing to make the appropriation equal to the prior year if the calculated appropriation would be less than zero.

Exhibit VI

Capital Plan Model 20230210-9.46.51 LOCAL

| Town of Pownal                            |                    |               |   |                 |                     |            |  |                            |                        |
|---|--------------------|---------------|---|-----------------|---------------------|------------|--|----------------------------|------------------------|
| Capital Improvement Plan Committee        |                    |               |   |                 |                     |            |  |                            |                        |
| FY End Date:                              | 6/30/23            |               |   |                 |                     |            |  |                            |                        |
| Inflation Rate/Interest Rate:             | 5.0%               | 0.25%         | Bonding threshold (choose one)                  |                 |                     |            |  | Version:                   | 20230210-9.46.51 LOCAL |
| Investment Rate Short Term/Mid Term       | 0.6%               | 1.6%          | <input type="radio"/> Service Life              | 15              | years or more       |            |  |                            |                        |
| Investment Rate Long Term/Bond Fee:       | 3.0%               | \$ 5,250      | <input checked="" type="radio"/> Projected Cost | \$ 300,000      | or more             |            |  |                            |                        |
|   |                    |               | \$ 8,419,304                                    |                 | Cap. Reserve =      | \$ 680,902 |  | \$ 11,094,558              |                        |
| Item                                      | Designated Account | Department    | Current Replacement Cost                        | Year in Service | Service Life - Yrs. |            |  | Projected Replacement Cost | Projected Refresh Year |
| Elevator Software and Sensors             |                    | Mallett Hall  | \$65,500  | 2023            | 25                  |            |  | 221,806                    | 2048                   |
| Mallett Hall Automatic Generator          |                    | Mallett Hall  | \$8,000   | 2016            | 20                  |            |  | 15,085                     | 2036                   |
| Mallett Hall Parking Lot                  |                    | Mallett Hall  | \$37,113  | 2022            | 50                  |            |  | 405,327                    | 2072                   |
| Roof - old building east side of addition |                    | Mallett Hall  | \$24,000  | 2020            | 25                  |            |  | 70,208                     | 2045                   |
| Air Bottles                               |                    | Public Safety | \$30,000  | 2019            | 15                  |            |  | 51,310                     | 2034                   |
| Air compressor system                     |                    | Public Safety | \$77,000  | 2004            | 21                  |            |  | 84,893                     | 2025                   |
| Air Packs                                 |                    | Public Safety | \$99,300  | 2004            | 21                  |            |  | 109,478                    | 2025                   |
| Communications                            |                    | Public Safety | \$25,300  | 2014            | 11                  |            |  | 27,893                     | 2025                   |
| Dispatch Radio System                     |                    | Public Safety | \$14,300  | 2020            | 10                  |            |  | 20,122                     | 2030                   |
| Engine 1                                  |                    | Public Safety | \$696,000                                       | 2008            | 24                  |            |  | 1,079,724                  | 2032                   |
| Engine 2                                  |                    | Public Safety | \$515,000                                       | 1998            | 32                  |            |  | 724,657                    | 2030                   |
| Exhaust System - 2 Fire Stations          |                    | Public Safety | \$12,800  | 2017            | 25                  |            |  | 32,345                     | 2042                   |
| Extrication Equipment                     |                    | Public Safety | \$42,000  | 2022            | 25                  |            |  | 135,454                    | 2047                   |
| Refurbish Eng 2                           |                    | Public Safety | \$25,000  | 2022            | 100                 |            |  | 3,130,982                  | 2122                   |
| Repeater System                           |                    | Public Safety | \$12,100  | 2014            | 11                  |            |  | 13,340                     | 2025                   |
| Squad 3                                   |                    | Public Safety | \$117,000                                       | 2000            | 27                  |            |  | 142,214                    | 2027                   |
| Tank 4                                    |                    | Public Safety | \$545,000                                       | 2012            | 26                  |            |  | 1,133,016                  | 2038                   |
| Thermal image camera (2)                  |                    | Public Safety | \$14,000  | 2018            | 12                  |            |  | 19,899                     | 2030                   |
| Excavator 2008 Caterpillar                |                    | Public Works  | \$195,000                                       | 2007            | 20                  |            |  | 237,024                    | 2027                   |
| Loader Backhoe 2017 Caterpillar           |                    | Public Works  | \$185,000                                       | 2017            | 15                  |            |  | 286,996                    | 2032                   |
| Motor Grader 2012 John Deere              |                    | Public Works  | \$350,000                                       | 2012            | 20                  |            |  | 542,985                    | 2032                   |
| Poland R Rd multi plate                   |                    | Public Works  | \$138,591                                       | 2022            | 33                  |            |  | 660,378                    | 2055                   |
| Replace Elmwood Rd Fire Station           |                    | Public Works  | \$2,000,000                                     |                 | 40                  |            |  | 0                          | 40                     |
| Replace Public Works Facilities           |                    | Public Works  | \$2,000,000                                     |                 | 40                  |            |  | 0                          | 40                     |
| Road Rebuild                              |                    | Public Works  | \$0   | 2017            | 30                  |            |  | -                          | 2047                   |
| Sweetser Rd Bridge Deck                   |                    | Public Works  | \$10,000  | 2005            | 20                  |            |  | 11,025                     | 2025                   |
| Truck 1 - 2021 Freightliner dump truck    |                    | Public Works  | \$262,000                                       | 2022            | 12                  |            |  | 448,109                    | 2034                   |
| Truck 2 - 2014 Freightliner dump truck    |                    | Public Works  | \$262,000                                       | 2015            | 12                  |            |  | 318,463                    | 2027                   |
| Truck 3 - 2017 Freightliner dump truck    |                    | Public Works  | \$262,000                                       | 2017            | 12                  |            |  | 351,105                    | 2029                   |
| Truck 4 - 2012 International dump truck   |                    | Public Works  | \$0   | 2012            | 10                  |            |  | -                          | 2022                   |
| Truck 5 - Ford F-250 pick up              |                    | Public Works  | \$60,000  | 2020            | 10                  |            |  | 84,428                     | 2030                   |
| Truck 6 - 2016 RAM 350 1 ton dump truck   |                    | Public Works  | \$75,000  | 2016            | 8                   |            |  | 78,750                     | 2024                   |
| Wheel Loader                              |                    | Public Works  | \$260,300                                       | 2022            | 20                  |            |  | 657,765                    | 2042                   |
| item                                      |                    |               | \$0   | 2018            | 50                  |            |  | -                          | 2088                   |
| item                                      |                    |               | \$0   | 2019            | 50                  |            |  | -                          | 2089                   |

## **Exhibit VII – Select Board Charge**

**Capital Improvement Planning Committee Charge:** The CIP Committee is responsible for researching the future capital needs of the Town and prioritizing projects in a way that makes them manageable for the Town's finances. This Committee makes an annual recommendation to the Select Board for both the capital purchases of that budget year as well as a recommended appropriation to the future capital projects fund. When there is a permanent vacancy, the Select Board shall, as soon as possible, appoint a person to serve for a one-year term. The Select Board will advise the Chair of the potential candidate before appointing this new member. The Chairperson shall call meetings of the committee which will meet monthly or as needed. A quorum of the Committee is necessary to conduct an official meeting and shall consist of 2/3 of the membership. Agendas & minutes of each meeting shall be submitted to the Town Clerk