

Town of Pownal
Capital Improvement Planning Committee

December 27, 2023

Mallett Hall

6:30 pm

- I. Roll Call; establish quorum; confirm agenda.
- II. Review/approve minutes of previous meeting – November 29, 2023
- III. Public Comment
- IV. Select Board Input
- V. Department Head Presentation
 - a. Chief Jesse Peters, Public Safety
 - i. Review Replacement Cost of items on Asset Schedule
 - b. Matt Nielsen – Road Commissioner
 - i. Presentation - upgrade track excavator to wheeled excavator
- VI. Review Current Status of Plan
 - a. Discussion and vote on appropriation smoothing assumption for Years 1-5
 - b. Identify issues for discussion at next meeting
- VII. Committee Charge (*see attached*)
 - a. Discuss draft of proposed Committee Charge (see attached)
- VIII. Review and discuss 2021 Comprehensive Plan Strategies/Objectives (*see attached*)
- IX. Open Discussion
- X. Upcoming Meeting(s)
 - a. Wednesday, January 31, 2024, at 6:30 pm
 - i. Jan Pieter van Voorst van Beest – Mallett Hall
 - ii. Review Current Status of Plan
 - iii. Discuss and vote on FY 2025 Appropriation
 - b. Monday, March 11, 2024 – presentation to Budget Committee
- XI. Adjourn

Exhibit V

| Town of Pownal | | | | | | | Save to Local File | |
|---|--------------------|---------------|---|-----------------|---------------------|----------------------------|----------------------|--|
| Capital Improvement Plan Committee | | | | | | | Create Gold Copy | |
| FY End Date: | 6/30/24 | | | | | | | |
| Inflation Rate/Interest Rate: | 4.0% | 2.43% | Bonding threshold (choose one) | | | 20231207-11.14.47 LOCAL | | |
| Investment Rate Short Term/Mid Term | 0.0% | 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"/> Replacement Cost | \$ 300,000 | or more | | | |
| | | | \$ 8,467,304 | Cap. Reserve = | \$ 887,972 | \$ 7,909,584 | | |
| Refresh Capital Plan | Designated Account | Department | Current Replacement Co | Year in Service | Service Life - Yrs. | Projected Replacement Cost | Projected Refresh Ye | |
| Elevator Software and Sensors | | Mallett Hall | \$65,500 | 2023 | 25 | 167,896 | 2048 | |
| Mallett Hall Automatic Generator | | Mallett Hall | \$8,000 | 2016 | 20 | 12,808 | 2036 | |
| Mallett Hall Parking Lot | | Mallett Hall | \$37,113 | 2022 | 50 | 243,854 | 2072 | |
| Roof - old building east side of addition | | Mallett Hall | \$24,000 | 2020 | 25 | 54,690 | 2045 | |
| Air Bottles | | Public Safety | \$30,000 | 2019 | 15 | 44,407 | 2034 | |
| Air compressor system | | Public Safety | \$77,000 | 2004 | 21 | 80,080 | 2025 | |
| Air Packs | | Public Safety | \$99,300 | 2004 | 21 | 103,272 | 2025 | |
| Communications | | Public Safety | \$25,300 | 2014 | 11 | 26,312 | 2025 | |
| Dispatch Radio System | | Public Safety | \$14,300 | 2020 | 10 | 18,094 | 2030 | |
| Engine 1 | | Public Safety | \$696,000 | 2008 | 24 | 952,524 | 2032 | |
| Engine 2 | | Public Safety | \$515,000 | 1998 | 32 | 651,639 | 2030 | |
| Exhaust System - 2 Fire Stations | | Public Safety | \$12,800 | 2017 | 25 | 25,930 | 2042 | |
| Extrication Equipment | | Public Safety | \$42,000 | 2022 | 25 | 103,518 | 2047 | |
| Refurbish Eng 2 | | Public Safety | \$25,000 | 2022 | 100 | 1,167,367 | 2122 | |
| Repeater System | | Public Safety | \$12,100 | 2014 | 11 | 12,584 | 2025 | |
| Squad 3 | | Public Safety | \$117,000 | 2000 | 27 | 131,609 | 2027 | |
| Tank 4 | | Public Safety | \$545,000 | 2012 | 26 | 943,764 | 2038 | |
| Thermal image camera (2) | | Public Safety | \$14,000 | 2018 | 12 | 17,714 | 2030 | |
| Excavator 2008 Caterpillar | | Public Works | \$198,000 | 2007 | 20 | 222,723 | 2027 | |
| Loader Backhoe 2017 Caterpillar | | Public Works | \$195,000 | 2017 | 15 | 266,871 | 2032 | |
| Motor Grader 2012 John Deere | | Public Works | \$365,000 | 2012 | 20 | 499,528 | 2032 | |
| Poland R Rd multi plate | | Public Works | \$138,591 | 2022 | 33 | 467,486 | 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 | 25 | 12,653 | 2030 | |
| Truck 1 - 2021 Freightliner dump truck | | Public Works | \$268,000 | 2022 | 12 | 396,705 | 2034 | |
| Truck 2 - 2014 Freightliner dump truck | | Public Works | \$268,000 | 2015 | 10 | 278,720 | 2025 | |
| Truck 3 - 2017 Freightliner dump truck | | Public Works | \$268,000 | 2017 | 12 | 326,063 | 2029 | |
| Truck 4 - 2012 International dump truck | | Public Works | \$0 | 2012 | 10 | - | 2022 | |
| Truck 5 - Ford F-250 pick up | | Public Works | \$62,000 | 2020 | 10 | 78,450 | 2030 | |
| Truck 6 - 2016 RAM 350 1 ton dump truck | | Public Works | \$75,000 | 2016 | 8 | 75,000 | 2024 | |
| Wheel Loader | | Public Works | \$260,300 | 2022 | 20 | 527,320 | 2042 | |
| item | | | \$0 | 2018 | 50 | - | 2068 | |
| item | | | \$0 | 2019 | 50 | - | 2069 | |

Exhibit VI

Current Committee 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.

Draft Proposed Committee Charge

Capital Plan Funding and Advisory Committee Committee Charge

The Capital Plan Funding and Advisory Committee Shall, in consultation with the Select Board,

- Provide a comprehensive tool for capital planning. This tool will provide a 20-year estimate of capital needs of the town, accounting for inflation, interest rates, interest income, and yearly cost estimates of capital items. It will further separate appropriation vs. bonding items and provide for a 5-year smoothing of appropriations, to avoid sudden peaks of appropriations.
- Provide a complete asset list, containing Public Works vehicles and construction equipment, Public Safety equipment and vehicles, town buildings and infrastructure, and public facilities and any equipment therein.
- Define a Capital Expenditure, with a cost threshold for both appropriation and bonding items.
- Define and Recommend sources and thresholds of financing, including but not limited to, Appropriation, Issuance of Bonds, Lease, Impact Fees, Grants, Tax Increment Financing (TIF), and Interest Income.
- Initiate the Approval Process to add or delete Items to the asset schedule by vetting the proposal and formally voting to add or delete, then bringing to Select Board for approval.
- Communicate with all other Boards, Committees, and Departments on a regular basis regarding their future capital needs.

Up to 7 Members shall be appointed yearly by the Select Board. Whenever a vacancy occurs, the Select Board will appoint a new member as soon as possible and will advise the Chair of such an appointment. Meetings will be held Monthly or as needed and will be called by the chair.

A $\frac{2}{3}$ quorum of membership must be in attendance to hold a legal meeting. All minutes, once approved will be provided to the Town Clerk for posting.

Exhibit VIII

Strategies and Objectives

1. Provide and maintain a tool which promotes sound financial planning by estimating future needs and costs, thus reducing substantial fluctuation in the yearly tax rate.
2. Recommend timely and cost-effective replacement, renovation, and acquisition of the equipment/assets necessary for the effective delivery of town services.
3. Evaluate and recommend sources of funding (appropriation, bonds, lease) for the replacement, renovation and/or acquisition of the equipment/assets necessary for the effective delivery of town services.
4. Continue to look for ways to reduce costs.