

**Town of Grantham
Capital Improvements Projects Committee Meeting
Regular Meeting Minutes
October 9, 2014**

The meeting of the Capital Improvements Projects Committee (CIPC) was called to order at 1:00 p.m. on October 9, 2014 by Chair Peter Guillette. The meeting was held in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South.

Members Present: Richard Valone; Peter Guillette; Robert MacNeil; Patricia MacNeil

Others: Town Administrator Melissa White

Approval of Minutes:

A motion was made by R. MacNeil to approve the CIPC meeting minutes of September 4, 9, & 16, 2014 as written; second by P. MacNeil. ***Approved by majority vote***

R. MacNeil requested two amendments to the September 18, 2014: on page two, paragraph two, line two, change "funding" to "funded" and on page five, under Other, line two, delete the word "not".

A motion was made by R. MacNeil to approve the September 18, 2014 CIPC meeting minutes as amended; second by P. MacNeil. ***Approved by majority vote***

- Administrator White provided the CIPC members with a memo from Transfer Station Supervisor Chris Scott along with information regarding zero-sort recycling.

New Business – Prioritize project requests

The CIPC used the following rating system:

U – Urgent – cannot be delayed. Needed for health and safety

C – Committed – part of an existing contractual agreement or otherwise legally required

N – Necessary – needed to maintain existing level and quality of community services

D – Deferrable – can be placed on hold until after the six year period but supports community development goals

R – Research – pending results of ongoing research, planning and coordination

I – Inconsistent – conflicts with an alternative project/solution recommended by the CIPC. Contrary to land use planning or community development goals.

- Fire Department (in order of the Fire Chief's priority):
 1. Self-Contained Breathing Apparatus (in the 2015-16 budget year): By majority vote, the CIPC voted to assign this project as U – Urgent
 2. Exhaust System for the Fire Station (in the 2015-16 budget year): By majority vote, the CIPC voted to assign this project as U – Urgent
 3. Fire Station Building Upgrades: By majority vote, the CIPC voted to assign this project as D – Deferrable

APPROVED

4. Utility Truck: By majority vote, the CIPC voted to assign this project as N – Necessary in the year 2024
 5. Engine 4: By majority vote, the CIPC voted to assign this project as N – Necessary in the year 2024
 6. Tanker: By majority vote, the CIPC voted to assign this project as N – Necessary in the year 2028
 7. Extrication Tools (A.K.A. Jaws of Life): By majority vote, the CIPC voted to assign this project as N – Necessary in the year 2028
 8. FAST Squad Unit (Ambulance): By majority vote, the CIPC voted to assign this project as N – Necessary in the year 2032
 9. Engine 1: By majority vote, the CIPC voted to assign this project as N – Necessary in the year 2033
- Highway Department (in order of the Road Agent's priority):
 1. 1-Ton Truck (in the 2015-16 budget year): By majority vote, the CIPC voted to assign this project as N – Necessary
 2. Backhoe (in the 2017-18 budget year): By majority vote, the CIPC voted to assign this project as D - Deferrable
 3. John Deere Tractor/Mower: By majority vote, the CIPC voted to assign this project as R – Research
 4. 2010 Plow Truck: By majority vote, the CIPC voted to assign this project as N – Necessary in the year 2020
 5. Grader: By majority vote, the CIPC voted to assign this project as N – Necessary in the year 2021

The CIPC requested that Road Agent Hastings continue to track the repair and maintenance of each piece of equipment so they can review it next year.

When disposing of vehicles and/or equipment, R. MacNeil requested the town obtain bids first then compare that amount to what will be given if the vehicle or equipment is traded in.

Adjournment

There being no further business, P. Guillette moved to adjourn, seconded by P. MacNeil. **By majority vote, the Committee adjourned at 2:30 p.m.** The next CIP Committee meeting will be October 16, 2014 in the Grantham Town Building, Jerry Whitney Memorial Conference Room at 300 Route 10 South.

Respectfully submitted,

Melissa M. White

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Town Administrator