

8/3/16 CIPC Meeting

Board: Denis Martin, Greg Anthes, Ellen Phillips, Elizabeth Cantrall, Dot Viesel

Staff: Scott Kinmond

Audience: Dave Bickford, Dave Swenson

Greg Anthes motioned for Denis Martin to serve as chair; Elizabeth Cantrall seconded the motion; Ellen Phillips abstained as stated she did not know Martin                      vote 4-0-1

Ellen Phillips motioned for Dot Viesel to serve as vice chair; Ellen Phillips seconded the motion; Dot Viesel abstained from vote; Greg Anthes voted in the negative                      vote 3-1-1

Greg Anthes motioned for Elizabeth Cantrall to serve as secretary; Ellen Phillips seconded the motion; Elizabeth Cantrall abstained from vote                      vote 4-0-1

Committee reviewed 2015 report and spread sheets.

Denis Martin had a general question on funds expended at the library and Scott Kinmond explained the town owns the library building and, therefore, handles maintenance issues such as heating/cooling, septic, roof etc.

Martin continued that the previous year the library came before the CIPC requesting monies he thought was for future use, but it was used immediately.

Kinmond explained CIP planning is for flat spending so the town may avoid the peaks and valleys in the spending cycle. Additionally, he explained the BOS does not need to follow and can deviate from the plan as needed.

Dot Viesel explained the CIP is for savings and planning, and as such does not carry power in the town finances. Discussion continues among the members and audience as to the role of CIP in the town and how the BOS uses it.

Meeting Schedule – the committee recognized they would need to have an “aggressive” meeting schedule to adhere to Kinmond’s schedule for work to be complete.

Greg Anthes verified the spreadsheets before the committee contained information submitted by the various department heads. Kinmond answered in the affirmative stating “other than the facilities manager,” since he needed more “hardened” numbers for 2017.

Anthes questioned lines in the Highway Department's equipment fund still represented even though those items had been previously pulled out of the budget.

Kinmond stated he continued to represent the line items in case 20 years from now things change again, stating budgets can be "somewhat fluid in nature." Kinmond used the example of bigger equipment often being obtained under lease/purchase agreements now, when they previously were obtained by towns through saving and purchasing.

Viesel recognized that was due to a policy shift that has now been widely adopted.

Dave Swenson disagreed it was a "policy shift."

Kinmond stated he recommends lease/purchase for large ticket items over \$200,000, or perhaps even over \$100,000 to help gain stability in actual tax rate.

Kinmond answered other questions: Viesel questioned interest rate on Capital Reserve Fund, Kinmond stated less than 1%; Anthes questioned life span of graders, Kinmond answered most graders go out generally 20 years, but marketability needs consideration.

The CIPC next went through item by item under the Highway Department's truck fund (table 9A) with Kinmond explaining the use, need, and status of each vehicle. He stated the current total in the truck fund is \$264,849.

Ellen Phillips questioned if the figures represent amounts put aside for each vehicle before more money is added, and if the figures are separated out per vehicle or if it represents overall amounts put aside?

Kinmond answered in the affirmative and stated it was per vehicle.

Dave Bickford brought up the necessity of timing lease/purchase replacements to be spread out in order to keep lower impact financially on the town. Kinmond agreed that, yes, they need to be spaced out so "not compounding each other."

Anthes noted some of the highway equipment could begin to be "phased out" if town goes with contracting some work. Viesel stated it was "not our decision" to make. Elizabeth Cantrall recognized, however, it is our job to make such recommendations. Anthes noted last year the CIPC recommended to pull 2 items and it was followed; he stated this year they may look at another item to pull. Viesel noted the committee should have department head input.

Kinmond agreed department head input is needed, stating the Director of Public Works was looking into sharing equipment with other communities.

A general discussion took place on partnering with other communities for items such as “continuous plowing” with towns such as Middleton and Farmington. Martin stated he thought mutual aid is “pretty effective.”

Viesel questioned the stability in line items across the next 10 years. David Swenson stated he thought lease/purchase may not always be advantageous if the town has money in the CRF.

Kinmond and Anthes had a brief discussion on efficiency versus level of service.

The committee considered starting right in on the work ahead of them, but decided to hold off until they had department heads present to participate.

Kinmond suggested meeting weekly and scheduling 2 department heads to meet with CIPC per evening.

The committee and Kinmond decided on the following schedule:

August 17      Fire Department

August 24      Library, Police Department

August 31      Highway Department

Greg Anthes motioned to adjourn; Dot Viesel seconded the motion. The vote was unanimous.

The meeting adjourned at 8:27 PM

Respectfully submitted by Elizabeth Cantrall on 8/10/16