

CIP Committee  
APPROVED Minutes  
Wed., April 17, 2013  
7:00 pm

Meeting commenced at 7:00 pm at the Fire Station Conference Room

Present: Anne Abear, Steve Felton, Susan MacLeod, Mark Scarano and Jeanette Stewart  
Also Present: Christine Austin, Eli Badger, Mardean Badger, Bob Boyle, Alan Cilley, Sandra Coleman, Bobbi Hoerter, John Hughes, Kendall Hughes, Lee Nichols, Linda Pack, Daniel Vaughn

**1. Discussion with Electric Department:** Steve began with brief explanation of CIP process for Commissioners Hoerter, Hughes, Vaughn and Department Superintendent Nichols. (Linda Pack took notes for the two utility commissions) He emphasized the need to include as much information on the forms as possible and submit them electronically. They will be incorporated into the ten-year spreadsheet of all the capital projects for the town which will be presented to the public and BOS and Budget Committee to refer to in formulating the budget. He mentioned there were a few changes on the form from the ones filled out last year, mainly in the project description section. All infrastructure (buildings, lighting, heating systems, etc.) as well as equipment and vehicles should be considered for anything for or over \$10,000 and 3-year useful lifespan. Any cost estimates need to have documentation included. CIP member assigned to assist Electric Department with the process is Anne. She gave her contact information to Lee. The forms should be returned to the CIP Committee prior to the May 15<sup>th</sup> meeting. The Commissioners are scheduled to return June 12, 2013 for a final review of the project work sheets. Lee stated that he didn't have the 2012 depreciation tables yet, but would include them as soon as they are available. He does have the 2010 tables if needed, and Steve will check if he already has a copy of them. Lee then asked if there was a number the CIP had in mind for the amount in capital reserves by the end of the ten year period. The Electric Department almost has enough already for the next ten years, and with current practice for reserves, could have 1.2 to 1.3 million by end of ten years. Steve commented it was a place the whole town would like to be. With no further questions, the Commissioners were thanked for their time and they left.

**2. Discussion with Water and Sewer Department:** Steve reiterated the process for Commissioners Boyle, Cilley and Hughes, and emphasized using nontechnical language in descriptions for project narratives. The previous write ups for improvements need to be reviewed and transferred into electronic format. These should be returned to CIP Committee prior to May 15<sup>th</sup>, and Commissioners will return on June 12, 2013 for review. Steve is CIP member working with W&S and will stay in contact. We thanked them for coming.

**3. Minutes of March 20, 2013:** Mark motioned to approve as written; Anne seconded; All in favor.

**4. Depreciation Tables; Insurance:** Depreciation schedules were distributed by Jeanette. She stated that Anita had reviewed them. Anne expressed that the BOS should as well. **Jeanette explained the audit report was delayed and will let us know when it is available.** The insurance numbers in the Town Report were from LGC who had been the providing coverage until 6 months ago. Primex recently did assessments on town properties **and she will get a copy of the schedule of insurance from Primex and distribute to committee as soon as it is possible.**

**5. Timeline:** There was a brief discussion on library; town insurance covers contents owned by town. The building is owned by the Scribner Trust. It is a complicated arrangement with town employees, and two groups of trustees needing to work together. There has been lack of productive communication between Library Trustees and the Scribner Trustees, and the Library is in the beginning stages of considering options for a new home. Anne will attend the next Trustee of the Trust Funds (includes Scribners) meeting for some insight.

**Mark and Steve** attended the School Board meeting on April 2 and **will follow up with Trish Temperino about the project sheets submitted.** It was decided to review those sheets and send feedback. First, we will **add to the form, "anticipated year for project" under Department Priority.** None of the submitted forms mentioned a timeframe. None of the estimated costs had documentation. Steve will request these to be included. Project #1 for parking did not specify what was to be done: repaving, expansion? Mardean Badger, School Board Chair, was asked about the recent law change that now allows SAU's to carry up unspent unassigned general funds (to 2.5% of net assessment) forward to the next year [for tax relief or emergencies]. The RSA is unclear as to whether it must be used that subsequent year, or can build over time. The SAU now starting capital reserve funds for projects, and the warrant article passed for a reserve of \$10,000 for major repairs and maintenance for security and safety of the facilities. The 3 safety projects total \$122,400 from capital reserves. In addition, gymnasium building repairs is for \$60,000 and the main school building estimates are for \$130,000 for repairs. It had been proposed to replace the gym sometime in the future, but immediate need is to keep the old one in good repair.

**Mark will contact Steve Heath and Susan will follow up with Jim Gleich for Parks & Rec projects.**

There was a brief discussion on presenting the spreadsheet: produce a comprehensive 10-year spreadsheet, but break it down into 3- or 5-year goals with focus on how to get the funds that are needed.

**6. Vote on Vice Chair:** Anne nominated Mark, seconded by Steve. All in favor.

**7. Next Meeting:** May 15, 2013.

**Actions in Red**

8:20 pm: Motion to adjourn by Mark; seconded by Anne; all in favor.

Notes by Susan MacLeod