

CIP Committee
Minutes Approved 2/19/14
Wednesday, January 22, 2014
6:45 pm

Meeting called to order at 6:48 pm in the Fire Station Conference Room

Present: Anne Abear, Steve Felton, Susan MacLeod, Norm De Wolfe

Absent with notice: Mark Scarano, Jeanette Stewart

Review process for 2014: Referring to the handbook guidelines, the committee discussed how the process worked for 2013, and what to change for 2014. Look to the Master Plan for the overview of what is needed/wanted for the town. The *Implementation* chapter identifies capital projects with priorities, timelines and costs that feed into the 10-year spreadsheet. **Susan will compare these recommendations with submitted projects to add/modify any.**

Pursue all the departments for more details on their projects and use Depreciation Tables.

Based on the size of our town, what is the debt limit? Currently, most of the debt is from Water & Sewer bonds, so what are the future needs that would add to that debt load?

Concern expressed of need to understand that the operating budget needs are primary; reserves are necessary, but secondary when trying to keep tax rate down. Anticipated large capital projects are being identified to save for over time, so town needs to be as efficient as possible on all spending. Again, the debt load is a major set expenditure. The library warrant for the bond was discussed as an example of not considering its impact on the budget as the CIP does. If passed, it would add ~\$118,000 annually to the debt load.

For revenue sources, need for a Town employee to be a fund-seeker was discussed.

W&S: Anne mentioned the warrant articles. There are grants available for water and sewer projects, but someone knowledgeable with the process needs to pursue them. Steve also suggested a financial analysis would be valuable to realize their current state and aid in guiding decisions for the future.

2014 Projects Worksheets: Committee to revise to make more user-friendly. **Will finalize at the Feb. 19 meeting. Steve will research for a way to electronically link numbers from worksheets to the spreadsheet.** Need to get departments to start breaking out capital expenditures from operating budget. In the past, these larger amounts have created anomaly spikes. Departments should show any of their revenues (that go into general funds) and be encouraged to pursue revenue.

2014 Timeline: March 19 to meet with everyone: all department heads, utility commissioners, Selectmen, Town Administrator, school, and maybe Town accountant (check for ability to switch work hours to evening for this meeting). **Anne to send out letters ASAP.** Reminders will be sent closer to date. Schedule: All should come with current spreadsheet and projects submitted in 2013 for updates/details, and any new projects. April 16: DPW and Park & Recreation; April 23: W&S (with Utility Partners) and Electric; May 14: Fire and Police Departments; May 21: Town Admin. and Library. CIP will request the Selectmen to inform all departments that they are required to provide this information. June 11: follow-up with DPW, Park & Recreation, W&S (with Utility Partners) and Electric. June 18: Follow-up with Fire, Police, Town Offices and Library. July 16: update spreadsheet. Aug. 20: Finalize compilation, discuss recommendations and impact on tax rate, and prepare for public hearing. Have recommendations finalized by Labor Day. Sept. 10: public hearing and do with Budget Committee, a planning board rep, a Selectman, and a department head speaking about the process. Use more graphics to better understand the numbers, and avoid using comparatives with other towns. Monday, Oct. 6: presentation to the Selectmen. No meetings scheduled for Nov. and Dec., but CIP committee to keep track of budget and warrants that may change spreadsheet.

Other: Letter to BOS regarding formation of an Economic Development Committee. Planning Board drafted a letter supporting this and is asking whether the CIP Committee would sign on. Steve motioned to sign on, second by Anne. All in favor. It was suggested to work with Mike Izard for supporting documentation, then submit to BOS to be on agenda. Next meeting is Feb. 3. **Susan will follow up.**

Next Meetings: Wednesdays at 6:30 at the Fire Station: Feb. 19; March 19; April 16 and 23; May 14 and 21; June 11 and 18; July 16; Aug. 20; Sept. 10.

8: 56 pm: Motion to adjourn by Norm, Anne seconded, all in favor.

Notes by Susan MacLeod