

CIP Committee
Minutes (Approved 4/17/13)
Wed., March 20, 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: Paul Branscombe

1. Discussion with Paul Branscombe, Town Administrator: Paul began by giving Steve a copy of the Capital Improvements Plan written in 1996, a document forgotten until rediscovering it in a file recently. Steve will review it for its relevance today. There was a quick run through the project sheets to point out the updates from the previous version. Paul felt they are now more understandable about what details are required. These sheets will be filled out electronically for ease of distribution. The spreadsheets already done by departments will need to be broken down with a sheet for each piece of equipment, vehicle, and building with as much information (age, mileage, condition, lifespan) that is pertinent for the best cost estimates. The rationale is that it will help in prioritizing. When the need for it and the inclusion of all that is affected by this "project" is added along with safety and health factors, the priorities will become clear. For construction and material costs, several estimates should be obtained, and they should include a projected price increase percentage for 1-5 years out. The cost also must include the impact of the project: more or less personnel, maintenance, etc. The sources of funding will mostly be from capital reserves, budgeted and maybe low-interest bonds, with grants as a possibility not to be wholly relied upon. Coordination of projects important, i.e. doing water & sewer work prior to or concurrent with road work.

Paul will start regular meetings with department heads at the town office to get these sheets filled out. **Jeanette, Susan and Mark will attend when their assigned departments are involved and follow up as necessary.** Jeanette asked if library is now be included. Answer, yes to the town employees, but not the trustees. Anne did add the library to the timeline, and Jeanette will meet with Sara. Scope of projects discussed; new buildings vs. retrofitting, lease vs. purchase -- all need to be in the mix for the best cost effective solutions. Paul suggested a line on the form for department heads to sign off, then the town office sign and submit them to the CIP committee. **Steve will revise the form to include sign-off lines.** When all the completed sheets are returned from all departments, a 10-year projection spreadsheet will be created. This will be presented to the BOS and public before next year's budget is formulated. Paul remarked that this will be an ongoing document to be reviewed and updated regularly, and its importance needs to be stressed when presented to the public. The goal of this process is to raise the money needed in a way that keeps the taxes as predictably even as possible.

Follow through on last month's meeting with school representative Trish Temperino: She will have the CIP process and forms on the **school board meeting agenda for April 2. Steve and Mark plan to attend.** The gym issue is also to be discussed. Mark will follow up with Trish. Paul was thanked for attending and he left at 7:40pm.

2. Minutes of February 20, 2013: Jeanette motioned to approve as written; Steve seconded; 3 in favor; 2 abstentions.

3. Depreciation Tables: Anne asked if the depreciation schedules had been done prior to the audit, as they should be. Answer, no, so the auditors used what they had available. The audit is complete and **Jeanette will email committee when both the tables and the auditors' report are**

available electronically. The utilities are audited separately by a different firm which they pay for. Steve will pursue the utilities depreciation tables.

4. Timeline: In addition to Paul, the department heads should also attend the May 29th meeting to review the sheets. Steve will set-up times so they don't all come at once, and Anne will write a letter to send out to all department heads. Question as to whether the Historical Society should be included. It's not a Town entity, but property managed by it but owned by the Town (Whipple House) should be included in infrastructure issues. The Legion Hall was also mentioned. The discussion turned to insurance and a quick look at the Town Report highlighted the need to pursue this question further. Jeanette will get a copy of the schedule of insurance from Primex and distribute to committee. Mark will assume coverage of the Fire Department and contact Steve Heath. Steve will send Mark the existing fire department sheets to review

5. Other: Jeanette reported the Joint Loss Committee recently did an inspection of the Electric Department and it went well. Anne mentioned that the Labor Board has been active in doing inspections. Jeanette said the board previously had ordered that the windows be replaced in town offices, but now it's not in the budget.

6. Next Meeting: April 17, 2013. Meet with Utility Commissioners; review school worksheets
Actions in Red

8:15 pm: Motion to adjourn by Susan; seconded by Steve; all in favor.

Notes by Susan MacLeod