

Town of Ashland
Capital Improvement Program Committee Minutes
Draft Minutes
19 September 2012

Members Present: Paul Branscombe, Steve Felton, Jeanette Stewart, Dave Toth,

Members Absent: Jennifer Ogden (excused absence)

Others Present: Mardean Badger, Eli Badger, Sandra Coleman, Bobbi Hoerter, Fran Newton

The meeting was called to order at 7:02 PM in the Fire Department Conference Room.

Approval of Minutes

P. Branscombe made a motion to approve the minutes of 29 Aug 2012. D. Toth seconded the motion. Minutes were approved (3-0-1)

New CIP Committee Members

The Select Board will post the opening for the positions on the committee and review the applications. Applications must be submitted by 5 October 2012. The board will review the applications, get input from the CIP Committee, and make a selection.

Action Item Review

S. Felton sent letters out to the departments with the project sheets. He will send a similar letter to the school.

The department heads are working on the project sheets and will report to P. Branscombe at the next department head meeting. Initial feedback is that given the time constraints, they cannot make an accurate 10-year projection at this time. They feel 3-5 years is feasible.

J. Ogden will look at the Master Plan to determine the capital needs required by the plan.

Because of time constraints, we need to look at the emergency, critical items, and next year's capital needs first. We will focus on the information required for the upcoming budget cycle and develop the longer-term information as time permits.

Ultimately, we need to look at the normal operating costs, the emergency expenditures, and capital improvement needs in total to determine the total

budget request.

P. Branscombe and J. Stewart are working on the history of capital expenditures to establish the trends from the past to the present. P. Branscombe said that the town has information going back 10 years. That information will be put into a spreadsheet so that we can see the trends.

S. Felton will check with the school to see how they are progressing on their projections.

Financial Projections

D. Toth and S. Felton spoke on the importance of performing financial projections of the normal operating budget in concert with the CIP to determine current and future spending needs and revenues.

Next Meeting

The next meeting will be on 17 October 2012 at the Fire Department Conference Room at 7:00pm.

Adjournment

The meeting was adjourned at 7:46 pm.