

## Capital Improvement Program Committee

July 13, 2006 7 PM

### **DRAFT MINUTES**

In attendance: Sue Newell, Brian Moser, Rich Kelton, Dawn Lincoln.

Called to order at 7:02 PM.

Sue distributed the packet she provided earlier this week to Planning Board and Board of Selectmen. It includes the 7/7 draft minutes, draft mission statement, the worksheets we developed and a list of which departments have responded to the town manager's request for information for the CIP.

Sue read Margaret Sharra's letter to town manager re: hiring SWRPC to help with the CIP. Cost would be up to \$4500.

Discussion re: where money to fund projects will come from. There is concern that people may assume that all items included in the CIP will be funded from sources other than the operating budget. While this may be true in many cases, it is not necessarily so in all cases.

Discussion whether the ELMM should be included in the CIP, as suggested by Margaret Sharra. As a private entity, it should not be included.

Discussion re: if we have enough info to proceed at this time. There is a 7/28 deadline on the paperwork distributed earlier this week. We will hold our next meeting after that.

The CIP is a tool to be used by BOS and BC for budgetary purposes. Detailed backup info will be needed to help these bodies make appropriate decisions during the budget process.

We need to develop a form letter to ask departments for more info.

Information needed to proceed:

1. Government buildings: what does new municipal offices mean? Where will they be? How was \$100,000 figure arrived at? Are there estimates? An in depth explanation should be provided.
2. Ask for inventory of vehicles from accounting, and all capital equipment (ex. Payloader, etc).
3. Get number of ambulance calls and number of calls Diluzio has responded to
4. Highway – need more info re: paving, how were cost figures determined, page given to us is illegible (bad copy), what is difference between reclaim/pave and shim/pave, what about what Keene is doing with tires in the mix
5. Town Beach – are public rest rooms to be hooked to water/sewer or port-a-potties, more explanation on pavillion, is there a plan, why new playground (new one in 2004?)

Town can't charge impact fees unless we have a CIP in place, although there may be other ways to assess other types of fees.

To do: Sue/Dawn – develop xtra info request form, write letters requesting more info  
Brian – summary of department totals worksheet with info provided to date

Next meeting: 08/03/06 7 PM, Town Hall.

Motion to adjourn by Dawn. Seconded by Brian. Motion passed unanimously. Adjourned at 8:07 PM.

Respectfully submitted,  
Dawn Lincoln