

Capital Improvement Plan Committee Meeting Minutes
Thursday, September 27, 2018

Committee Members Present: Selectmen's Rep. Paula Proulx, Town Administrator Arthur Capello, Selectmen's Rep. Ann Titus, Planning Board Rep. Martin Laferte

Others Present: Erica Rogers

Committee Members Absent: SAU Superintendent Ruth Ellen Vaughn, School Board Rep. Joel Chagnon, Budget Committee Rep. Tim Brown-excused

1). Call to Order:

Mr. Capello called the meeting to order at 6:15 p.m.

2). Pledge of Allegiance:

All present stood for the Pledge of Allegiance.

3). Nomination of Officers and Members:

A). Committee Member-

Motion: (Capello, second Titus) to appoint Erica Rogers as a member of the CIP Committee passed 4-0-1 (Rogers abstained).

B). Chairman - Motion: (Titus, second Capello) to nominate Paula Proulx for Chairman; There were no other nominations for Chairman. Ms. Proulx accepted the nomination.

Vote: The motion passed 4-0-1 (Proulx abstained).

C). Vice Chairman – Motion: (Capello, second Rogers) to nominate Ann Titus for Vice Chairman; There were no other nominations. Mrs. Titus accepted the nomination.

Vote: The motion passed 4-0-1 (Titus abstained).

D). Committee Secretary - Motion: (Capello, second Titus) to nominate Erica Rogers for Secretary;

There were no other nominations. Mrs. Rogers accepted the nomination.

Vote: The motion passed 4-0-1 (Rogers abstained).

4). Review of Minutes:

Minutes of the last meeting were not available for review.

5). Set Meeting Schedule:

Consensus of the committee was to meet monthly on the fourth Thursday of each month at 5:30 p.m. with the exception of holidays. The committee set the following schedule through the end of 2018: October 25, November 15 and December 6.

6). Plan CIP for 2018:

Mr. Capello said there are a number of big ticket items that may be added to the Plan such as the Scott pack breathing apparatus for the Fire Dept., a new sidewalk plow for the DPW and the

application for a Clean Diesel grant for a fire engine. He said there are also some things that should come off of the Plan such as the bucket loader that was purchased through excess state funds, the replacement of the entire boiler in the Municipal Office Building (3 sections of the existing boiler will be replaced) and replacement of the Water Dept. utility truck (if Selectmen accept a purchase proposal at their next meeting).

He suggested they begin the revision process by asking the dept. heads to complete the form with their recommendations for specific capital projects for their departments.

Mr. Laferte said he would like the dept. heads to meet with the committee and “make their pitch” to support their recommendations.

Consensus of the members was to review the forms submitted by the dept. heads and to request they meet with the committee if there are any significant changes or concerns.

Chairman Proulx said they should then review the CIP Project Priority Designation and determine if the project priorities need to be adjusted.

Mr. Laferte said they will also need to look at the prices listed for the capital projects as they have most likely increased since they were added to the Plan.

Chairman Proulx asked if the dept. heads would be able to complete and submit the forms in time for the next committee meeting.

Mr. Capello said he has met with all of the dept. heads with the exception of the Town Clerk in preparation for the 2019 Town budget process so some of work has begun.

Wish List- Mrs. Titus said she would like to see an off-highway recreational vehicle (OHRV) included in the Plan as a potential future purchase for the Town. She said it could be used for rescues and other emergency situations where the surface is unimproved or too small for passage by Town vehicles or to carry salt, sand or fuel to a stranded vehicle. She estimated the cost for an OHRV at about \$11,000.

7). Next Meeting: Thursday, Oct. 25, 2018 at 5:30 p.m.

The agenda will include: call to order, Pledge of Allegiance, review of minutes, review of dept. heads’ priority list, review of CIP Priority Designation Chart, next meeting date and agenda and adjournment.

8). Adjournment:

Motion: (Laferte, second Rogers) to adjourn the meeting passed unanimously at 7 p.m.

Respectively submitted

Kathleen Magoon, Recording Secretary

Paula Proulx, Chairman