

Capital Improvements Program

Committee Meeting ***DRAFT MINUTES*** 06.29.10

The meeting was called to order at 6:35 pm by Chairperson Steve Gray. In attendance were: members - Steve Gray, David Little, Bob Seston, Willie Farnum, John Wheeler, Peter Vanderlaan (6:55 pm)

Bill Jones, Steve Jacobs, John Cleveland and Herb Cooper were absent.

There is one correction noted on the minutes from 5.25.10. A motion to approve was made by Peter. David seconded. APPROVED

Steve distributed a trust fund report dated 4/28/10. Selectmen have reviewed the existing trust funds and will be speaking to several departments about spending them down to a zero balance. It must be voted to close the funds once the balance has been spent. The DRA is requiring expected expenses to be approved on the warrant.

A copy of last year's CIP appropriations/expenditures was handed out.

The committee reviewed the draft letter to be sent to the departments. Steve and Melissa will edit as discussed. Melissa will address the letters and David will compile worksheets for each individual department.

In the itemized worksheets, it will be requested that each department supply the what, when, why, how much, and where will the money come from information. This will be the "justification" of the request.

CIP committee is hoping to have a first draft of the requests completed by the July 26 meeting, at which time all will be reviewed by the CIP. They will then be sent back to the departments for their review. We would like to have them delivered to the Planning Board for their August meeting, in order to schedule a public review hearing for September to prioritize the capital needs of the town.

Departments were assigned as follows:

Town Gov – Steve G., Bob and David

Highway – Steve G. , Bob and David

Fire – Peter and Steve G

Police – John

Rescue – Peter and Steve G

Parks – Steve G

Conservation Commission – Bob

Transfer – Steve J

Cook Library – Willie and Peter

Emergency Mgmt – Dana is away, letter will be sent

Energy – Steve G and David

School – John Cleveland

Trust Funds/Cemetery – (John?)

Economic Development –

Planning Board –

Peter made a motion to adjourn at 8:49 pm. David seconded. APPROVED

Next meeting is scheduled for July 27, 2010