

## Capital Improvements Program

Committee Meeting \*\*\*DRAFT MINUTES\*\*\* 05.25.10

The meeting was called to order at 6:38 pm by Chairperson Steve Gray. In attendance were: members - Steve Gray, David Little, Steve Jacobs, Bill Jones, Bob Seston, Willie Farnum, John Wheeler

Peter Vanderlaan and Herb Cooper were absent.

John Cleveland is out of town tonight, but is interested in being on this committee as representative of the School Board.

There is one correction noted on the minutes from 4.27.10. A motion to approve was made by David. Bill seconded. Willie abstained. APPROVED

Steve passed out a sample form, and would like to send this form to the departments with a letter requesting a meeting.

A discussion was held regarding subcommittees/quorums, and whether they are a public meeting. As advised by Attorney Sager, these workgroups of 2 members do not need to be noticed as a public meeting.

A department contact list was distributed and reviewed. One correction was noted. A sample worksheet created by David was also reviewed.

Willie showed an example in the Town report of a spreadsheet that might be used for this worksheet. It is found to be an operational budget, and does not streamline with the CIP worksheet. It is decided that forms should be distributed to the department heads, reviewed by CIP, and a copy also be delivered to the Selectmen, insuring that all parties are receiving the same information.

A discussion was held regarding the definition of Capital Improvements. For Tamworth's CIP, the following are included in the definition.

CAPITAL EXPENDITURE: an amount over \$5000., having over 5 years life expectancy, and not a required operational cost, ie salaries, fuel, lights

It is recommended that some departments should solicit estimates for their projects from reputable local contractors.

Prior to the next meeting, Melissa and Steve will draft a letter to the Departments, which will include the definition, an example of last year's numbers, a department specific worksheet including space for comments, details, descriptions (to be produced by David), and a request to be invited to their next department meeting.

Perhaps a heads up letter, with a follow up letter (worksheet to be included with both letters). David will put 2009/2010 numbers back on the spreadsheets.

Each department should be able to answer \*what they need\* and \*when they need it\*.

For improvements – What is the basis? What and Why? Cost effectiveness/rationale.

For equipment – details, special equipment, etc.

Meetings with the departments will begin in July.

A motion to adjourn was made at 8:37 pm by Willie. David seconded. Meeting adjourned.

Next meeting is scheduled for June 29<sup>th</sup>, 6:30 pm

The meeting was closed at 8:30 pm.