

CAPITAL IMPROVEMENTS COMMITTEE MINUTES
May 19, 2015

APPROVED: 5/15/15 jil
AGENDA: Workshop, schedule for 2015

ATTENDANTS: Don Milbrand, (chair), Steve favorite, (vice Chair), Bill Cote, Joe Lukeman, John Bianchi, Dan Paradis

ABSENT: Dave Hill, Jan Laferriere (recording sec)

OTHER: Michael Capone

Meeting opened at 7:00 PM by Don Milbrand
Don Milbrand acted as secretary for this meeting.

MOTION: to defer approval of minutes to next meeting. Moved: John B. second: Steve F.
motion carried

It was discovered that the request to department heads to confirm or add to the current projects was not sent. The request will be resent to have information for the next meeting.

Dates for meetings and presentations were discussed and the following schedule agreed upon:

- July 14, 2015 – Workshop
- August 11, 2015 - Workshop
- September 15, 2015 – Finalize report
- October 14, 2015 – present to planning board for approval
- October 22, 2015 – present to Board of Selectmen
- November 9, 2015 – present to Budget Committee

Joe L. commented he would like to receive updated justifications from the department heads along with confirmation of requests. Dan P. affirmed that previous justifications were not very well done. Michael C. was asked to communicate this message to the Dept. Heads.

John B. said the Dept. heads should have good information from their maintenance records. Bill C. said that the Fire Department keeps very good records.

Don M. introduced the idea to the committee to consider proposing capital reserve funds for other departments. Steve F. asked about the status of the Transfer Station upgrade fund. It was decided to add the transfer station upgrade back on the CIP spreadsheet.

John B. suggested and it was agreed to also put the PD/ town office building back on the spreadsheet. Michael C. informed the committee that the Board of Selectmen was discussing various plans to meet the PD/ town office building needs but a path has not been decided on at this time. Michael C. also added that an LCHIP grant was received for paint and other renovations to the Old Town Hall.

MOTION: to adjourn was made at 8:08 by John B., second by Steve F.

Respectfully submitted,
Don Milbrand, Chair, acting secretary.