

## CAPITAL IMPROVEMENT PLANNING COMMITTEE

October 27, 2009

The meeting was called to order at 5:35 p.m. at the Park Hill Community Room.

### **ATTENDANCE**

Denise Menard, Chairman  
Mark Simmons  
Dale Nelson  
Marie DeSousa  
Joseph Pellegrini  
Kathleen Pippin  
Len Norton

Unable to attend: Blaine Simpkins and Al Rodrigue

Also present: Cathy Cabral, Treasurer

**MOTION: To accept the minutes of September 23, 2009, as submitted  
Made by Ms. Nelson, seconded by Mr. Norton  
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

Ms. Menard noted that all the submissions were not in yet but with the meeting schedule of some agencies it was expected the requests would be turned in within the next week. The CIP notebooks were distributed and reviewed. The pending election and potential change of members was discussed. It was noted that some current CIP members are present representing certain boards and commission and those positions may change with the election. When setting up the meeting schedule this was considered so as any potential new CIP representatives would not miss presentations.

The meeting with the Webster Bank representative, who is on maternity leave, was thought to be more effective later in the CIP process, after the presentations. When the meeting with Webster Bank is done at the end the figures for the CIP are available at that time. General discussion was held on pending potential major projects, as well as bonding was discussed briefly as debt service is going down.

The five year plan for the Capital Improvement Plan was discussed as well as the ongoing efforts to maintain the plan. It was the consensus to continue with the idea of setting a base amount and moving within that amount each year - that could be a set dollar figure or a percentage of the budget. If the CIP remains a viable plan with consistent goals it is thought the Board of Finance will not be as quick to cut requests. At this time Ms. Cabral also reminded the Committee that the WPCA funds, those to repay the bond that are historically used within the Plan, will have to be renegotiated in the near future. It was again reiterated that the CIP and the Board of Finance need to work together to present a viable plan for the town. It was noted that the North Road Sewer project would be a long term bonding issue, not a capital improvement item.

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The CIP meetings will start at 5:30 p.m. and will be held at Park Hill Community Room on the following dates:

**November 10, 2009 (Public Works, General Government, WPCA)**

**November 24, 2009 (Board of Education, Conservation/Health, Park and Rec)**

**December 2, 2009 (Public Safety)**

**December 8, 2009 will be a general meeting for discussion of the presentations, as well as any presentations that did not occur as scheduled. Also on this date the committee will set the January meeting for the committee to meet with the Webster Bank representative.**

**MOTION: To adjourn at 6:30 p.m.**

**Made by Ms. Nelson, seconded by Mr. Norton**

**ALL MEMBERS IN FAVOR. MOTION CARRIED.**

Respectfully submitted,

Cynthia D. Croxford  
Recording Secretary