

Capital Improvements Committee
Minutes, June 16, 2010

In Attendance: Rob Deschenes, Chair, John McCarthy, Bill Gilson
Staff: Jo Anne Carr

CIP Committee Membership

Rob reviewed the proposed committee membership as proposed to the Planning Board last year: 2 Planning Board, 2 Budget Committee, and 2 at large. Discussion ensued regarding the 2 at large members. JC will draft a memo for RD to ask the Selectmen for input or participation. BG suggested Ken Campbell and will approach him. It was agreed that having a younger person who is interested in contributing to committee work be sought after.

Review CIP Schedule and Workbook

JC presented the general calendar schedule and workbook. Generally each table in the report will be updated to reflect this year's expenditures. Attention was focused on the spreadsheet of capital outlays. It is important to note that the outlays fall into two funding streams, either through the annual budget process as line items or as warrant articles to fund a specific capital expense. Concern was raised that all of these projects have been vetted through Mike Hartman, JC will follow-up. At this time there were minor comments on the formatting of the report and spreadsheet. JC will make the financial updates and deliver to the Committee within two weeks (prior to the next meeting).

A Road Management Plan is one area of capital outlays which should be addressed. This is specifically identified in the OEP guidance materials because it is likely the single largest capital expense which is an ongoing obligation of the town. The CIP Committee is careful to note that budgeting for the road expenditures may be taken in two pieces. Allowing for sufficient funding through the annual budget process for routine maintenance and emergency repairs as is currently done, and additionally establishing a capital funding stream for road reconstruction as outlined in a Road Management Plan recommended by the DPW. The CIP Committee is aware that this does not present an opportunity to prioritize road maintenance or reconstruction projects, rather to recommend an appropriate funding stream to achieve those goals. It should also be noted that in order to properly apply impact fees to road management projects, the projects have to be clearly identified and directly related to the consequences of the increased growth and traffic. JC will bring the matter to Mike Hartman.

Review Master Plan and CIP for Consistency

JM will take this task and report back for the next meeting.

Summer Meeting Schedule

June 30, July 28, August 25 at 5pm at the Town Office.