

CAPITAL IMPROVEMENTS PROGRAM MEETING
June 06, 2013

The Capital Improvement Program meeting was held at 6:00 P.M. in the Elwood Conference Room, Town Hall, 268B Mammoth Road, and Londonderry.

PRESENT: Capital Improvement Plan (CIP) Committee Members: Town Council Liaison, John Farrell; School Board Liaison, Nancy Hendricks; Budget Committee Members: Bill Mee and Mark Aronson (Alt.); Planning Board Rep., Rick Brideau.

Staff Present: Town Planner/Department Manager, Cynthia May, ALSA; School Business Administrator, Peter Curro; Finance Director, Sue Hickey; GIS Manager/Planner John Vogl, Executive Assistant, Margo Lapietro.

Absent: Planning Board Rep., Mary Soares

APPROVAL OF MEETING MINUTES

Being the first meeting of 2013, there were no prior minutes to approve.

INTRODUCTIONS, SELECTION OF CHAIR AND VICE-CHAIR

Rick Brideau made a motion to elect John Farrell as the Chairman, second Nancy Hendricks. Committees vote 4-0-0.

Rick Brideau made a motion to elect Mary Hendricks as the Vice Chair, second Bill Mee. Committees vote 4-0-0.

REVIEW OF CIP PROCESS AND 2015-2020 PLAN

Chairman Farrell asked if anyone knew of anything coming forward from last year. Peter Curro responded that the school staff is going to try again for the \$5M renovation bond. Everything else is pushed out one year. GIS Manager/Planner John Vogl said the GIS Program is buying data. They have a reproduction plan in place whereby they are purchasing data at 5 year intervals. The amount that was put in last year was \$32,000.00 and they are asking for the same amount this year so they can build a kitty in the capital reserve. Chairman Farrell said that he heard that LAFA wants to build bathrooms. P. Curro said he will check that out. Town Planner/Department Manager Cynthia May said that Trailways might possibly bring something forward. She also said that anything else that would be desirable to be an impact fee recipient should be in the CIP. R. Brideau asked about the Senior Center. Chairman Farrell responded we are going to try to pay for that out of the Undesignated Fund Balance.

41 Cynthia May said she would like to target July 15th for the return of all the back-up information
42 from the department heads. P. Curro suggested having two upcoming meetings; one for the
43 presenters that we score, the second for the public meeting. Discussion ensued. The next CIP
44 meeting will be on 8/12/13 at 6:00PM in Moose Hill Council Chambers for presentations and
45 scoring of the projects. A possible back-up date would be on 8/15/13. If there are no presenters
46 everything can be done on 8/12/13. If someone wants to present, the project has to be over \$1M.
47 The only exception would be if LAFA wants to come in and present. P. Curro said the School
48 District would want to come in and talk about the bond.

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50 Sue Hickey asked Cynthia May how soon after the meeting on 8/15/13 can she get the
51 information so she can put the financial spreadsheets together. C. May responded that S. Hickey
52 will be working on that simultaneously up until the 12th which is the way she did it last year.

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54 **OTHER BUSINESS**

55 None.

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57 **NEXT MEETINGS**

58
59 8/12/13 at 6:00 PM in the Moose Hill Council Chambers

60 8/15/13 at 6:00 PM in the Moose Hill Council Chambers (if needed)

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62 **ADJOURNMENT**

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64 **N. Hendricks made a motion to adjourn at 6:20PM second, Rick Brideau. Committees**
65 **vote 4- 0-0.**

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68 **Notes and Tapes by:** Margo Lapietro **Date:** 06/03/13

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70 **Minutes Typed by:** Margo Lapietro **Date:** 06/10/13

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72 **Approved by:** CIP Committee **Date:**