

CAPITAL IMPROVEMENT MINUTES

November 12, 2008

Present: CIPC Chairman Diane Lanney, Fin Comm Rep. Sue Motta, Kevin Motta, Bill Murray, Karen Chick, Town Accountant, Ex-Officio

CIPC Facilities Group Member: Walter Ducharme

Meeting called to order at 6:45 pm

Meeting Minutes of October 23, 2008 with two changes. First change was under 60 Gardner Road ~ Should be 2 bays open, instead of the 1 bay as written. Second change was the elimination of an open-ended parenthesis.

Motion by Diane Lanney to accept with changes, Second Sue Motta.

Vote: 3 yes ~ 1 Abstain (not present at the 10/23/08 meeting)

FY09 Capital Plan Re-Cap: Clarification of the CIPC recommendations for FY09 was as follows: Boiler for the Center School, Stabilization accounts for all Departments. A change was made once submitted to the BOS and Fin Comm to reduce the amount to the Highway Stabilization. CIPC will follow up with a conversation with the Highway Superintendent, Lyn Gauthier, to discuss the change. Sue Motta will be meeting with him as the Fin Comm. liaison and has offered to discuss this specific change with him. Sue Motta will be meeting with Lyn Gauthier on Nov 24th.

Clarification was made and agreed upon by CIPC that the 10-year plan submitted by Diane Lanney on May 22, 2008 will be the most recent version. Diane Lanney has agreed to email this version so the whole committee and resident Walter Ducharme will be operating on the same plan.

Summary of CIPC recommendations for FY09:

- 5 Stabilization Accounts – as Debt Exclusion
- Property Update Account – as part of Operating Budget
- Boiler – as part of Operating Budget
- Road Maintenance – CIPC recommended as a Debt Exclusion, (per the CIPC policy) Changed after the submittal was made by BOS and Finance Committee to be done as an override.

CIPC agrees that the “Shift” of the 10-year plan will require a “Shift and Edit” approach by the CIPC after meeting and review with the Department Heads.

Form C Submittal: Town Clerk, Joyce Green, has submitted a request for a new voter machine. The current machine is/will be obsolete and to meet Federal Requirements a new machine will be needed by the town. Estimated cost to be \$6000 - \$8000 range. Diane Lanney will send an email to Joyce Green to acknowledge the submittal, and ask if there will be a salvage value to the current machine, what will be the lead time for delivery and the anticipated time frame for this purchase.

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Gardner Road Properties and Breezy Hill: Diane Lanney suggested a spreadsheet / matrix be developed listing the Pros/Cons of each property. Bill Murray suggested Diane Lanney use the MLS as a guideline to start the development of the spreadsheet and he will add permitting criteria. Once the spreadsheet has been started it will be emailed to the entire Committee and Walter Ducharme for review and input of other pertinent concerns.

Cronholm Land: Diane Lanney has had a conversation with Mr. Cronholm regarding the anticipated proposal from him. Diane Lanney as the Assessor provided Mr. Cronholm his current assessments, Chapter and Roll Back Tax law for his review. Diane Lanney indicated there was further conversation regarding his potential benefits of Gifting Land and Land Trust options. All of which Mr. Cronholm was receptive to and has clearly indicated that he is in no hurry to sell the land.

New Business: Update the 10-year plan and forward the information to the Department Heads for review. Diane Lanney will ask the department heads to review and submit their changes for the next CIPC meeting and be prepared to attend a meeting in January.

Next Meeting will be December 2nd, 2008 @ 6:30. There have been variations to the meeting dates, however this has been in an attempt to accommodate the majority of the committee to ensure a quorum at each meeting. Diane Lanney asked if members are unable to attend to let her know ASAP and an attempt will be made to re-schedule if a quorum will not be met.

Motion by Bill Murray, Second by Diane Lanney to adjourn at 7:40 pm

Submitted by Karen Chick