

CAPITAL IMPROVEMENT MINUTES

December 2, 2008

Present: CIPC Chair, Diane Lanney; Fin Comm Rep, Sue Motta; Kevin Motta; Caleb Langer (Not Sworn); Selectboard Member, Kristie Casey; Town Administrator, Deb Roussel

Meeting called to order at 6:38 pm

To accept November 24, 2008 Meeting Minutes with the change: Walter Ducharme, CIPC Facilities Group Volunteer.

Motion by Kevin Motta, Second Sue Motta

All in Favor

Review November 13, 2008 email from Karen Chick regarding reductions in capital purchase actuals. Diane suggested these actuals be put on 10-year plan.

All in agreement.

Reviewed CIPC Property Opportunities Spreadsheet: Draft developed by Diane. She will make the changes and email the updated spreadsheet.

It was suggested that Facilities Needs documentation is needed. It is believed there is one from 2006 and 2002. Diane suggested someone create a new document. She will review her files for any old documentation and forward to all.

FY10 Capital Submissions:

Deb updated that the Computer Committee did not have a meeting prior to today. They will address the CIPC request and produce a 10-year plan for CIPC January 2009 meeting.

Deb also requested that a 10-year plan be produced for existing facilities, specifically for maintenance of the existing buildings. Discussion on who is responsible for. All agreed the Selectboard. Diane stated that she has had a conversation with Clare Barnes, QRSD Facilities Manager, regarding a 10-year HCS facilities plan. Clare has agreed. Diane to speak with her again. Deb suggests explore a Sr. Workoff person to produce a 10-year Facilities Maintenance Plan.

Highway Submission for FY10:

There were questions regarding refurbishment of vehicles, specifically the \$7,000 each year – shouldn't this amount increase?

Diane to ask Lyn to review the refurb and add to the refurbishment listing new vehicle purchases.

It was suggested to remove leading years on line items.

Diane will add to the CIPC equipment list that the Town has acquired a 1994 GMC pick up located at highway, which is being used by Cemetery and Parks.

Reviewed Form C's. Updated manufacture date of vehicle to 2011 and Diane will update the highway section of the 10 Year Plan and email before next meeting.

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Next Meetings will be Thursday, January 22, 2009 and Thursday, February 5, 2009 @ 6:30 p.m.

Motion by Diane Lanney, Second by Kristie Casey to adjourn at 8:15 p.m.

All in Favor

Submitted by Diane Lanney