

Capital Improvement Planning Committee
Town Hall
August 23, 2012
Minutes

Members Present: Chairmen Kermit Eaton, Heather Lemieux, Barbara Wilson, Sharon Mahoney, Jerry Johnson, Sheila Frangiamore, and Don Taft from Municipal Facilities Planning Committee

Members Absent: Rudy Heller, and Peter O'Connell

The meeting was called to order at 7:02PM

1. **Minutes:** Barbara Wilson moved and Sharon Mahoney seconded the motion to approve the minutes of July 26, 2012; so voted. Abstained; J. Johnson, Sheila Frangiamore
2. **Old Business:** Jeff Landine, one of the chairs of the Recreation Committee, cancelled planned attendance due to the Board of Selectmen's decision to change articles to be addressed at Special Town Meeting in Sept. Also deferred were discussions on Police Department's. SUV, and the QQLA request as their articles were moved from the September Special Town Meeting to be addressed at a later date.
3. **Inventory of Assets:** Mr. Eaton asked that we focus on the finalization of inventory. Working with Heather's updated Capital Assets Inventory list the following were discussed;

Highway Truck - Discussion regarding poor condition and safety issues of Highway truck and its removal from the STM. This vehicle is used for plowing and removal of obstacles such as road kill. The truck replacement is a big concern as it brings up Town Liability issue.

Fire/PD – SUV – get clarification as to why they are changing use of CIPC

The Hayden Street property needs to be added to inventory since being acquired by Housing Authority

It was suggested that any department who wishes to change their 5 year plan should be required to present their reasoning to the CIPC, and that the Town's policy of Request over 5K be reinforced with Selectmen.

Assignments for completing Inventory sheet;

Barbara Wilson – School and Recreation

Kermit Eaton – Hayden St. Property, Highway Plow and Sidewalk Plow

Sheila Frangiamore – Water Department and speak with Don Taft about joining

Jerry Johnson – Speak with Mary Lou Knight about joining

Sharon Mahoney – Computer inventory

4. **New Business:** Mr. Eaton asked to defer Policies and Procedures discussion to next meeting. He also recommended that we clarify our role with Board of Selectmen and Department Heads.
5. **Municipal Facilities Planning Committee:** Mr. Eaton welcomed Mr. Taft and thanked him for attending, explained our role as a board, procedures, and forms for requests. Don reviewed the Municipal Planning Committee's request for a new Police building in detail. He shared information from due diligence done by committee with Rhinehart Associates including building space, time frames, use of previous studies, tax impact to the Town and a variety of ways to approach costs. Sheila Frangiamore offered to bring in Unibank Financial advisors who can offer insight in how to proceed with a possible invitation to other Departments and the Advisory Board.

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6. **Potential New Candidates for CIPC:** Jerry Johnson will speak to Mary Lou Knight; Sheila Frangiamore will speak with Don Taft.
 7. **Adjournment:** Jerry Johnson moved and Sharon Mahoney seconded the motion to adjourn the meeting. So voted at 8:48 PM.

Respectfully submitted,

Sheila Frangiamore,