

**Capital Improvement Planning Committee  
Town Hall  
December 5, 2012  
Minutes**

**Members Present:** Kermit Eaton, Rudy Heller, Mary Lou Knight, Jerry Johnson and Peter O'Connell

**Members Absent:** Heather Lemieux, Barbara Wilson, Sheila Frangiamore and Sharon Mahoney

**Others Present:** David Holdcraft

The meeting was called to order at 7:09 PM. Mary Lou Knight noted that until new members are appointed, our membership is nine and a quorum is five. Five members being present, the meeting proceeded.

1. **Minutes:** Peter O'Connell moved and Kermit Eaton seconded the motion to approve the minutes of October 24, 2012; so voted.
2. **New Members:** The Board of Selectmen have been asked to appoint Don Taft as a member of the committee at their next meeting. Rudy Heller will remind the board of this and also propose that Nick Thomo replace him on the committee as the Selectmen's designated liaison.
3. **Inventory of Assets:** Kermit Eaton will obtain a list of assets from the Board of Health and Rudy Heller will complete the computer inventory and ensure that the town's insurance inventory matches the inventory of capital assets. This information will be forwarded to Heather Lemieux to add to the document and then to forward to members prior to the next meeting.
4. **Appointment of Liaisons to Departments and Committees:** On a motion by Peter O'Connell and seconded by Mary Lou Knight, the Committee approved the following liaisons to Departments and Committees:

HIGHWAY DEPARTMENT	KERMIT EATON
BOARD OF HEALTH	KERMIT EATON
FIRE DEPARTMENT	KERMIT EATON
BOARD OF SELECTMEN	SELECTMEN LIAISON – HELLER/THOMO
RECREATION COMMITTEE	SELECTMEN LIAISON – HELLER/THOMO
EMS	PETER O'CONNELL
COMMON COMMITTEE	PETER O'CONNELL
LIBRARY	JERRY JOHNSON
POLICE DEPARTMENT	SELECTMEN LIAISON – HELLER/THOMO
CEMETERY COMMISSION	MARY LOU KNIGHT/DON TAFT
BROOKFIELD ELEMENTARY SCHOOL	BARBARA WILSON
WATER DEPARTMENT	SHEILA FRANGIAMORE
HISTORICAL COMMISSION	MARY LOU KNIGHT/DON TAFT

Kermit asked each liaison before the next meeting to review the contents of the Capital Plan with their Committee Chair/Department Head and to forward any corrections or additions to Kermit Eaton and Peter O'Connell.

5. **Capital Plan:** Kermit reported that the Board of Health will submit its requests for capital improvements at the Transfer Station prior to the next meeting. He indicated that we should plan to review the funding for the capital plan and then make changes in the capital plan requests as necessary.
6. **Letter to Selectmen Defining CIPC role and timeline:** The committee made minor revisions in the draft memo. On a motion by Peter O'Connell and seconded by Jerry Johnson, the committee approved the letter as revised and authorized the chair to sign and send it to the Board of Selectmen. Since the letter asks the Board to use its Capital Purchases and Projects Request Form, Peter O'Connell agreed to forward the form

to Donna Neylon with the request that it be included in the budget packages recently sent out to Departments and Committee chairs. Rudy Heller will alert Donna of the need to send out the form.

7. **Capital Planning Policies and Forecast of Revenues and Expenses** - Kermit appointed a subcommittee to meet with Sheila Frangiamore, Betty Benoit, and Financial Advisor Clark Rowell to draft Financial and Capital Policies and a five year forecast of Revenues and Expenses to be voted on at the January meeting of the CIPC. Members include Kermit Eaton, Peter O'Connell, Mary Lou Knight, Sheila Frangiamore and Betty Benoit. Peter O'Connell reviewed the FY12 revenue report and the draft of the five year forecast.
8. Meeting dates: The committee agreed to meet on Tuesday, December 18, Thursday, January 17 and Tuesday January 29.
9. **Agenda for the December 18 meeting:**
  - Final Inventory of Assets – Heather Lemieux
  - Capital Planning Policies and Procedures – Sheila Frangiamore
  - Updated Capital Plan of Expenditures – Kermit Eaton
  - Financial Forecast – Peter O'Connell
10. **Tasks to Accomplish for the December 18 Meeting**

Send Letter on CIPC roles and duties to Selectmen – Kermit Eaton

Send copy of Capital Purchases Request form to Donna Neylon and request to distribute as part of budget package – Peter O'Connell/Rudy Heller

Trend Analyses - Jerry Johnson and Mary Lou Knight

Completion of Inventory of Assets:

- Board of Health – Kermit Eaton
- Computers – Rudy Heller
- Insurance Inventory Matched with CIPC Inventory of Assets – Rudy Heller
- Inputting data – Heather Lemieux

Meeting Minutes to Mike Seery and Donna Neylon – Peter O'Connell

Liaisons to Depts and Committees – Review Capital Purchases and Send corrections or additions to Kermit and Peter

Development of Financial and Capital Policies and 5 year projection of expenses and income:

- Kermit to set up meeting asap with Sheila, Betty, Clark Rowell, Mary Lou Knight and Peter O'Connell
- Peter O'Connell to forward drafts to Sheila and Clark

11. **Adjournment:** Jerry Johnson moved and Kermit Eaton seconded the motion to adjourn the meeting. So voted at 9:04 PM.

Respectfully submitted,

Peter S. O'Connell, Clerk

**Approved:** December 18, 2012