

07/21/11 Capital Improvement Plan Committee

Capital Improvement Plan Committee
Thursday, July 21, 2011
4:00 p.m.

Members present: Peter Roy, Leo Filion, Diane Hardy, Michael LaBranche, Rick McMenimen and Judith Ryan were present. Ed Wojnowski, Town Administrator, was also present. Don Parnell was excused.

The first meeting of the CIP committee convened at 4:00 p.m. in the Town Council chambers of the Newmarket Town Hall. The first order of business was the election of officers. There was a nomination that Leo Filion be Chair. It was moved by Rick McMenimen, seconded by Michael LaBranche. The motion was adopted unanimously. There was a second nomination that Rick McMenimen be Vice Chair. It was moved by Diane Hardy, seconded by Michael LaBranche, and unanimously voted.

Leo Filion suggested that the Committee review and adopt the Rules of Procedure. A motion was made by Michael LaBranche, seconded by Rick McMenimen to adopt the Rules of Procedure that were approved for the last fiscal year. All in favor.

Diane Hardy offered to make changes and get a clean copy out to everyone. She also agreed to serve again as the CIP committee's coordinator.

The CIP committee discussed scheduling. Leo Filion wanted to start with water and sewer, as last year we ran out of time to thoroughly review the various report that had been completed for water and sewer improvements.

Also, it was suggested that the CIP committee continue its practice of having meetings at the site of the various town departments in order to tour the facilities, become familiar with the department's operations and equipment and discuss the specific CIP requests. It was suggested that the schedule with the Departments starting on Thursday, August 11. Ed Wojnowski offered to prepare a memo on CIP requests to send out the forms and CIP manual to department heads, committees and boards. The committee would like the completed forms and back-up at least 3 days in advance of the meetings.

The committee discussed dates to meet to review the CIP requests and agreed to the following dates: August 11, August 25, September 8, September 22, October 6 and October 20. Ed Wojnowski will firm up the schedule with the Department heads and send out an e-mail confirming the dates before the next meeting.

The next meeting was set for August 11, 2011 at 4. 00 p.m. so Sean Greig, Water and Wastewater Superintendent, could make a presentation of the recently completed water and sewer studies and to answer questions. These studies include the 201 Facility Plan Update for Wastewater, prepared by Underwood Engineers, dated October 15, 2010, the Water System Update and Capital Improvements Plan, prepared by AECOM and studies prepared by Weston and Sampson and Emery and Garrett regarding the MacIntosh well. Ed Wojnowski offered to make copies of the reports for everyone to pick up at the Town Administrator's office on July 27, 2011.

A motion was made by Rick McMenimen, seconded by Michael LaBranche to adjourn. The motion was voted unanimously.

The meeting adjourned at 4:30 p.m.