

## 05/31/12 Capital Improvement Plan Committee

Capital Improvement Plan Committee Meeting  
Thursday, May 31, 2012  
Town Council Chambers  
4:00 p.m.  
Minutes

Present: Rick McMenimen (Chairman), Michael LaBranche, Judy Ryan, Rose-Anne Kwaks, and Diane Hardy.

Absent: Matt Angel was excused.

Called to order: 4:03 p.m.

Adjourned: 4:30 p.m.

### Minutes

A motion was made by Michael La Branche, seconded by Judy Ryan, to approve the minutes of the May 10, 2012 meeting. All in Favor. Rose-Anne Kwaks abstained.

### CIP Schedule

The committee reviewed and approved the schedule for upcoming meetings for the review of Capital Improvement requests, as set forth in the draft memo dated 5/29/2012. The deadline for the Departments to submit their CIP budget is the close of business on Monday, July 16, 2012. A question was asked of the CIP Chair what would happen if the committee doesn't receive the request forms by the deadline. The response was their request would not be considered for CIP funding this year. The CIP committee was in agreement with the proposed schedule. The committee thought it would be a good idea to have a "kick-off" meeting with the Department heads to explain the forms and the committee's expectations.

### CIP Forms

Lines on the forms should be included on the excel spreadsheets. The committee would like to see an itemized list of all capital equipment for each department regardless of whether it is being replaced within the next ten (10) years. For example, a fire truck that needs to be replaced in twenty years should be listed on the plan even if it is not scheduled to be replaced in the first ten years. The financing of the equipment should be amortized over the expected life of the equipment, so that a certain amount of money is put aside every year towards the purchase, so when the time comes and the purchase is made there will be enough money accrued to make the purchase. This will be clarified in the CIP manual. The list of all equipment should be provided to the CIP prior to the CIP committee meeting scheduled at each department.

Diane Hardy will update the forms and the CIP manual. They will be put on the U-Drive that can be accessed by all town departments. The letter to the department heads, along with the schedule, will be sent out under Ed Wojnowski's signature as soon as possible.

The next CIP meeting will be held on Thursday, June 7, 2012 at 4:00 p.m.

Adjourn

### Action

Motion: Mike LaBranche made a motion to adjourn at 4:30 p.m.

Second: Judy Ryan

Vote: All in Favor