

## 06/07/12 Capital Improvement Plan Committee

Capital Improvement Plan (CIP) Committee Meeting  
Thursday, June 7, 2012  
Town Council Chambers 4:00 p.m.  
Minutes

Present: Rick McMenimen (Chairman), Michael LaBranche, Judy Ryan, Rose-Anne Kwaks, Ed Wojnowski, Town Administrator and Matt Angel, Interim Finance Director. Department heads present: Doug Poulin, Kevin Cyr, Rick Malasky, and Jim Hilton.

Absent: Diane Hardy was excused.

Called to order: 4:03 p.m.

Adjourned: 4:18 p.m.

The CIP committee reviewed the capital equipment and project forms, the CIP project manual and the schedule for CIP appointments with the various town departments.

For the capital equipment request forms, it was suggested that a mileage column be added for each request. It was clarified by the committee that a separate form is not needed for each vehicle. Michael LaBranche requested that each department also include the current "fund balance" on the form. Ed Wojnowski will make sure the changes are made to the forms that are on-line. Also, he will review the forms with the individual department prior to their submission.

The CIP committee chairman advised everyone to be sure to fill out their forms properly and to submit the forms by the due date. Also, he stated that given the budget situation, it was in everyone's best interest to "sharpen their pencils".

The Chairman requested that a report on previous expenditures for each department be made available to the CIP committee. Rick McMenimen, as one of the Trustees of the Trust fund, will send a report of the balances within each capital reserve fund after June 30, 2012 to the CIP committee.

Adjourn

### Action

Motion: Rose-Anne Kwaks made a motion to adjourn at 4:18 p.m.

Second: Judy Ryan

Vote: All in Favor