

CIP Committee
Draft Minutes
Wednesday, February 18, 2015
6:30 pm

Meeting called to order at 6:30 pm in the Fire Station Conference Room

Present: Steve Felton, Ingrid Heidenreich, Susan MacLeod, David Toth; Absent: Kendall Hughes
Also present: Norm DeWolfe, Kathleen DeWolfe

1. Approval of January 21, 2015 Minutes: Motion by Steve to approve as written; seconded by Ingrid. All in favor.

2. Review of Bylaws Draft: Members reviewed updated document. Motion by Steve to adopt as written; Susan seconded; All in favor.

3. 2015 Calendar: Emergency Management added to Fire Department dates; typo corrected.

4. 2015 Committee Assignments: Dave: Water & Sewer and SAU; Ingrid: DPW; Steve: Town and Parks & Recreation; Kendall: PD; Susan: FD and Library.

5. Meeting with BOS, Dept. Heads and Utilities: March 18 meeting will be a review of the CIP process with making the point that it is ongoing with communication regarding updated information being continuous. The spreadsheet will be shown as how it is a tool to calculate expenditures into the future, and this will be illustrated with how the March 10th vote impacts the overall plan. Departments will be encouraged to work with CIP member contacts assigned to them. The worksheet format has a minor change; previously submitted ones should be updated with any new information and costs; new projects require a separate new worksheet. All department heads will be asked to prioritize their projects to aid when CIP Committee reviews all projects for overall priorities. Still needed for most comprehensive plan possible: DPW equipment replacement schedule, road works (including sidewalks and bridges) plan, municipal buildings plan, and the dredge and fill of the beach, as well as the Water and Sewer 10-year projected plan. Steve is getting a complete Town asset list from the insurance company, and the mill property is being explored as a possible addition to the list. Dave will send out letters to Town Administrator, Selectmen, Department heads, SAU and utility commissioners about the March 18 meeting.

Worksheets: Add "Project name" to top; under "how it's funded", include interest for loan or lease amount for current year; add "Anticipated Lifespan" for equipment or project (such as roofing).

Other: 1. Discussion on how to have a greater public access: all the CIP meetings are open to public, but not attended or broadcast as the BOS meetings are. Decision to make a brief (30 minute) informational presentation at a BOS meeting. Dave will circulate an outline for review. **Meeting on Wed., March 11 at 6:30 pm, Fire Station to work on presentation.**

2. In reviewing the OEP Handbook, Susan noted that a table of Master Plan recommendations and Capital Improvements was suggested. She will put one together. Also mentioned was officially filing the CIP with the Office of Energy and Planning.

3. With Dave stepping down from the Budget Committee, this committee will lack a representative from BC. It was also suggested to ask SAU to participate with a member. We can possibly expand this committee from 5 to 7 with approval from BOS. First step is to ascertain interest from those committees, then ask to expand if necessary.

Next Meeting: Wednesday, March 18, 2015, 6:30 pm at the Fire Station.

7:22 pm: Motion to Adjourn by Steve; Second by Ingrid; All in favor.