

CIP Committee  
Draft Minutes  
Wednesday, February 17, 2016  
6:30 pm

Meeting called to order at 6:30 pm in the Water & Sewer Office

Present: Steve Felton, Susan MacLeod, David Toth; Absent: Ingrid Heidenreich

**1. Schedule for 2016:** Third Wednesdays of the month until September. Then will meet with BOS at their meeting Monday, Sept 19th. With the process set, there will be fewer meetings needed. The department heads will only have to come once to update worksheets for 2016. First departments will be the more straightforward ones, Town Office, Library and Park & Recreation. Police and Fire Departments will mainly be update of figures, depending upon town vote on warrants. Electric and SAU just report their needs, if any are updated. DPW to develop new paving plan. Walter Durack did a draft plan for ATAC on the bridges and culverts. CIP still needs equipment replacement schedule from DPW. Water & Sewer was a better grasp of long-term plans. They are embarking on a pilot program for septage receiving using the existing clarifiers with new system that is already approved by DES. This new design should cost less than original proposal of over one million, and come in at \$500,000-600,000.

Next meeting will be to lay out specific requests to each department to prepare. Town Administrator will be asked to attend since she will be dealing with the department heads. The Capital Improvements Plan as now developed will remain with adjustments to numbers dependent upon funding voted or not voted on by town.

**CIP Presentation:** Dave reworked the presentation to eight slides conveying the concepts of budgeting, comparing a household one to a municipal one. He's still trying to get a voice-over narration to work. It was suggested to look for a tech savvy person (PSU?) to pull it together to post on the website. There was discussion on additional voters' guide or newsletter to get CIP information more widely disseminated since it was decided not to hold a forum. The W&S newsletter costs \$180 to print (then mailing cost); there needs to be a town newsletter to cover all topics relevant to residents.

**Next Meeting:** Wednesday, March 16, 2016 6:30 pm at the Fire Station; time subject to change to accommodate Town Administrator

7:15 pm: Motion to adjourn, all in favor.