

CIP Committee  
Minutes  
Wed., February 20, 2013  
7:00 pm

Meeting commenced at 7:00 pm at the Fire Station Conference Room

Present: Steve Felton, Susan MacLeod, Jeanette Stewart; Also Trish Temperino  
Absent with notice: Anne Abear, David Toth

**1. Discussion with Trish Temperino, Assistant Superintendent SAU #2:** Steve gave a brief synopsis of purpose and process for the CIP and explained that it was important for the school system to be involved because of its impact on taxes. Ms. Temperino explained that their budget is formulated on a 5 to 7 year rotation to include anticipated larger expenditures. Example was given of how replacement of windows and lights was staged in. This year there is a focus on safety and they are working on putting aside funds to address this (Article 6). Someone from Homeland Security will be coming for a grounds inspection and to make recommendations. There is a need for a secure entry and more security cameras. There may be federal funds available for this in the future. Other major expenditures planned for within the next 10 years are roof replacement on certain sections of the buildings, the boiler and heating system, repaving of the parking lot, and the gym. The flood-damaged gym floor was replaced (\$102,000 of which all but ~\$14,000 was paid for by insurance), but the building is in need of a new roof, as well as insulation and new windows to be efficient. An engineering study determined the building would need restructuring to accommodate the added weight of insulation. This is a larger community discussion as to whether to restore the old or build a new gym for the school, and what to do with the old building. The discussion was about whether these future expenditures should continue to be in operating budget or broken out as capital cost in separate trusts (reserves). Currently smaller amounts are set as unreserved fund balance, and if any of the operating budget funds are unspent at end of July, this amount can roll into expendable trusts. This led to discussion as to how this was done and whether the Town could do the same, as unassigned general funds may only be used to reduce the tax rate or for emergencies. Ms. Temperino offered to send the link to Dept. of Revenue Administration (DRA) website that addresses this to Jeanette. Looking at the existing trusts (Health Insurance and Special Education), she stated that there is a need to put more aside into the Special Ed trust. For instance, this year the school had an unanticipated placement that will cost \$60,000 in services.

There was a run through of the Project Form that she will fill out for each project. She will present the CIP process as a discussion item on the SAU board agenda for March, and an action item on the April 2<sup>nd</sup> agenda. The forms should be returned to the CIP committee by April 7 and they will be reviewed at CIP April 17<sup>th</sup> meeting. **David will be the contact for this.**

**2. Minutes of January 16, 2013:** Corrections: Add: Meeting time to the heading, and "DPW and Library" to Jeanette's assigned departments listed on page 2.

Jeanette motioned to approve as amended; Steve seconded; 3 to 0 in favor.

**2. Depreciation Tables:** Will be available prior to March 12 voting day. CIP will need them when working with departments preparing project forms.

**3. Timeline:** Anne did a great job setting up timeline. Library was added for 5/15 and 5/29 meetings, and worksheet submittal deadlines were added: Electric and Water & Sewer by 5/5; DPW, Park & Recreation, and Administration's by 5/19. This gives committee time to review

prior to follow up meetings with those departments to finalize information. Assigned lead person for each department will work with them to have forms prepared completely. There was a brief discussion of the term “utilities”\* and whether it included to Water & Sewer or not. To clarify, both Electric and Water & Sewer will be used instead of “utilities”.

**4. Other:** Jeanette clarified that Steve Felton is now a resident representative on the committee, and David Toth is the representative for the Budget Committee. There was a brief discussion on official email addresses and how to access.

**5. Next Meeting:** March 20, 2013.

**Actions:** Steve will send updated Project Forms and Jeanette will work with Paul Branscombe prior to meeting. Steve will send link to CIP Handbook to Jeanette to download; Steve will send invite to Electric and Water & Sewer commissioners for April 17, 2013 meeting. David will keep in contact with Trish Temperino. We will all obtain a copy of the depreciation tables.

8:05 pm: Motion to adjourn by Jeanette; seconded by Steve; 3 to 0 in favor.

Notes by Susan MacLeod

*\*From the Free Legal dictionary online:*

A public utility is a business that furnishes an everyday necessity to the public at large. Public utilities provide water, electricity, natural gas, telephone service, and other essentials. Utilities may be publicly or privately owned, but most are operated as private businesses.