

Capital Improvement Plan Committee

Meeting Minutes – May 15, 2013

Meeting called to order at 7.02 pm

Members present: Jesse Peters, Rodney Richard, Paul Schumann, Andy Wyatt and David Steckler

Members absent: Shawn Bennett, Jan Pieter van Voorst van Beest

Roll Call: Quorum confirmed

In the absence of the scribe Paul Schumann volunteered to take the minutes.

The chairman reviewed the meeting with the Selectmen as noted in the minutes.

Upon motion duly made and seconded it was unanimously voted:

To approve the meeting minutes of April 24 after amendment to include the date of the next meeting to be May15 and to show that Jan Pieter van Voorst van Beest was present.

Andy Wyatt then updated the committee on the meeting with the Budget Committee. The recommendation of the CIP was to appropriate \$160,700 in the 2014 fiscal year budget. The Budget Committee determined that they would recommend \$152,000 for the FY 2014 appropriation. Subsequently, the Budget Committee met with the Selectmen who were recommending a \$162,000 appropriation for FY 2014. The Budget Committee later increased their recommendation for the FY 2014 budget appropriation to \$162,000 based on the six year view suggested by the Selectmen. All parties agree that a "Capital Improvement Plan" does not exist at this time.

The chairman discussed the spreadsheet of expenditures that will be included in the Warrant at Town Meeting noting that it will include items through 2023. Jessie Peters noted that the spreadsheet needed to be updated to include the current estimates for the Air Packs and Air Bottles. The correct numbers would be \$97,775 for the Air Packs and the Bottles would be \$23,310. Both items would be included as expenditures in FY 2019 and were last refreshed in 2004 with a service life of fifteen years. During the discussion it was noted that the current balance in the Capital Reserve Fund is \$65,000.

Upon motion duly made and seconded it was unanimously voted:

To amend the spreadsheet for the Warrant at Town Meeting to include the updated information discussed with regard to the Air Packs and Air Bottles.

The chairman led a discussion on the draft Chairman's Report for Town Meeting and the comments offered by committee members prior to the meeting. After discussion, it was agreed that the chairman would update the draft report to include prior comments made by members and the discussion at the meeting. The chairman will add the names of committee members in the final report.

There was concern expressed that in the future, version control of the “official” committee spreadsheet will need more attention to insure all users of the spreadsheet are working/speaking from the most current version.

The committee agreed that the next meeting would be in September. The chairman will call the meeting via email. In the meantime, as homework, it was agreed that members of the committee would contact other local communities to determine how they do their capital planning. Reports would be made at the next meeting. Assignments agreed to by committee members were:

- David Steckler – Durham
- Andy Wyatt – New Gloucester
- Rodney Richard – Oakland
- Paul Schumann – North Yarmouth

The meeting adjourned at 8:13 pm.