Capital Improvements Program Committee (CIP)
MINUTES

August 18, 2026

APPROVED: **August 25, 2026**

AGENDA: **NEW BUSINESS:** *CIP Spreadsheet – Updates Review*

ATTENDING: Scott Severn (Chair), Daniel (Buz) Kenney (Vice Chair), Joe Lukeman, Don Milbrand and Paul Regan

ABSENT: Steve Carten (Planning Board Representative)

STAFF: *in person* – Donna Sullivan (Land Use Administrative Assistant)
via Zoom - None

PUBLIC: None

With a quorum present, Chair Severn called the meeting to order at 5:00 pm with a roll call.

OLD BUSINESS:

CIP Rules of Procedure:

Mr. Kenney indicated that the CIP Rules of Procedure might need final review and approval. Chair Severn indicated that this was approved as amended at the last meeting. Ms. Sullivan indicated the amended copies were in the Committee Member folders. She displayed the final CIP Rules of Procedure for review. Mr. Kenney pointed out a typo in Article 3 Section 1 to be corrected with the change of "Board. And" to "*Board and*". This will be corrected by Ms. Sullivan and new copies will be distributed to the Committee.

NEW BUSINESS:

CIP Spreadsheet Updates Review:

Ms. Sullivan displayed the CIP Spreadsheets on the screen while the Committee members referred to their paper copies for discussion. Chair Severn shared updated spreadsheet information that included Asset Inventory provided on the large sheet, and other sheets for Contributions to Date, Cash Flow, Funds Master and Global Assumptions. Chair Severn explained the information included in all the categories and stated that the Global Assumptions was a place to plug in best guess information for inflation rates, interest rates and other possible impacting information.

Chair Severn indicated that he wanted to discuss how low any fund should be allowed to go for a minimum balance and whether there should be a safety net balance. Mr. Regan raised his concern about how cash flow is handled. He stated that in the past the report indicated the year's contribution and the year's expense as if it happened at the same time, and with his experience as a Trustee of the Trust Funds, the expenses often come early and the deposits can come in later. He suggested that for cash flow purposes, the Committee should think about that and make sure that the beginning of the year balances cover the anticipated year's spending. A minimum balance of $10,000 for funds was discussed. This discussion included concern that this amount would not cover purchase items like fire trucks and other department vehicles but might cover initial order costs or any add on costs. It was determined that no fund should go below zero. Additional information was shared by Mr. Regan about bank agreements, funds information, town checking and saving accounts and the disbursement process. Some Committee members expressed concern for taxpayers and perception of creating slush funds.

CIP Spreadsheet Updates Review: - continued

Chair Severn talked about the Asset Inventory and he indicated that he simplified the fund's names and updated the numbers based on discussions with the Departments. He indicated that he still needed to confirm with Ms. Goodwin or Chief LaRoche whether some numbers are current cost or projected cost to be sure he has accurate information. He also indicated that he split out lines for downpayments. Mr. Lukeman indicated his recollection was that Engine 4 reflected what they predicted would be the cost at that time. Chair Severn stated that based on this, he may need to do some updating to projection figures and will confirm with Chief LaRoche. Other Fire Department projections were discussed and clarified with comments that these would only be draft data and should probably be reviewed with Ms. Goodwin.

Minimum required contributions to funds were questioned and discussed. It was determined that the Ambulance Fund probably has a minimum contribution, but it was not clear if others did. It was stated that the Ambulance Fund changed with a recent warrant article allowing ambulance revenue to be deposited and be used for ambulances and related gear and apparatus.

In discussing the Cash Flow, Mr. Milbrand stated that this information indicated the fund deposit amounts necessary based on the Committee's updated information and calculations to allow for spending for the capital items. He added it is then up to the Select Board to take the Committee's advice or not. There was more clarification about the Ambulance Fund contributions and some updates to the Fire Department lines were proposed.

There was discussion regarding the Debt Payments and Bonds. The reasons for including this information were clarified by Mr. Milbrand. Offsetting revenues were considered as they relate to expenses, debt and what would be appropriated from taxation. The debt payments will be added back to the spreadsheet.

There were some further comments and need for clarification of status of Police vehicles that will be followed up on with the Police Chief and Ms. Goodwin.

The final CIP Spreadsheet Report presentation schedule was discussed. Ms. Sullivan indicated that the presentation schedule was as follows:

- Planning Board – September 23, 2026
- Select Board – October 1, 2026
- Budget Committee – October 20, 2026

Chair Severn indicated he still needed to talk with Ms. Goodwin to get Building Maintenance and other information for the Spreadsheet. He will make the updates to debt payments, revenues and other lines discussed at this meeting. Another item still to be determined was the estimated Central Street Project funding.

It was determined that Chair Severn will complete these updates and the Committee will meet on Tuesday, August 25, 2026 for the Final Review. He will also work on a format suitable for presentation to the Planning Board, Select Board and Budget Committee.

COMMUNICATIONS:

Ms. Sullivan reported that the appointment paperwork was ready with the following terms determined:

- Scott Severn, term ends March 2029
- Steve Carten, term ends March 2029
- Paul Regan, term ends March 2029
- Daniel 'Buz' Kenney, term ends March 2028
- Joe Lukeman, term ends March 2028
- Don Milbrand (Alternate), term ends March 2027

Discussion of the terms followed. Mr. Lukeman stated that he intended to resign but had only mentioned it and not officially submitted paperwork.

After discussion, the Committee decided that it would be better to stagger the terms, starting once this round of CIP meetings wraps up.

- Scott Severn, 3 years, term ends March 2029
- Steve Carten, 3 years, term ends March 2029
- Paul Regan, 2 years, term ends March 2028
- Daniel 'Buz' Kenney, 2 years, term ends March 2028
- Don Milbrand (Alternate), 1 year, term ends March 2027

Joe Lukeman will submit his resignation letter to the Chair.

Ms. Sullivan will ask Ms. Hebert to correct the appointment paperwork before sending it to the Planning Board for official appointment.

MINUTES:

The Draft 7-28-2026 Meeting Minutes were reviewed. Mr. Kenney noted the following corrections to be made:

- On page 2 in the first bullet. The letter "I" at the beginning needs to be capitalized.
- On page 4 in the paragraph the starts with, "While reviewing…" **change** the word *"staggering"* in the second line **to** *"staggered"*.
- On page 4 in the last paragraph that starts with "Ms. Goodwin…" in the next to last line **change** "Mr. Severn, Mr. Regan" **to** "*Mr. Severn and Mr. Regan,*"

Mr. Regan motioned to approve the minutes as amended. Mr. Milbrand seconded. The motion carried 5-0-0.

NEXT MEETING: August 25, 2026

ADJOURNMENT:

With no other business before the Committee, Mr. Regan motioned to adjourn at 5:54 pm. Mr. Kenney seconded. The motion carried 5-0-0.

Respectfully submitted,

Janet Cote, Land Use Associate