

Capital Improvements Program Committee (CIP)

MINUTES

September 1, 2026

APPROVED: September 8, 2026

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

ATTENDING: Scott Severn (Chair), Daniel (Buz) Kenney (Vice Chair), Joe Lukeman, Don Milbrand, Paul Regan and Steve Carten (Planning Board Representative)

ABSENT: None

STAFF: *in person* – Donna Sullivan (Land Use Administrative Assistant)
via Zoom – Christina Goodwin (Town Administrator)

PUBLIC: None

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

NEW BUSINESS:

CIP Spreadsheet – Review Updates:

Chair Severn indicated he made the updates to the CIP Spreadsheet as previously discussed by the Committee. He explained the changes he made to the different worksheets and charts that will be included in the CIP Committee Report. These included the Capital Projection Assumptions, Fund Master sheet (list of funds and balance info), the Capital Spending vs. Recommended CR Contributions Chart, Asset List, and Fund Projections. He explained that these sheets are set up to update automatically with interactive totals and changes that result from spending and contributions.

Committee members asked about items listed in the Asset List and the accuracy of planned replacements and contributions to funds for Fire Department assets; next step review of these worksheets by Department Heads before presentation to the Planning Board, Select Board, and Budget Committee; accuracy of contributions to maintain minimum amounts; and whether the replacement schedule for police vehicles was in keeping with yearly replacement of one vehicle each year.

Chair Severn reviewed the original CIP Worksheet, which was updated with separation by fund supporting each category of capital items, and includes matching fund spending and contributions and offsetting revenues. He asked for some clarification of Police funds, which Mr. Regan and Ms. Goodwin provided with an explanation of the Police Detail Fund, its purposes, and use to cover the wages for details and offset cost of police cruisers from the Cruiser Capital Reserve Fund.

Additional discussion about capital reserve account contributions and minimum balances and recommendations for building maintenance due to the Building Maintenance Plan are still to be completed. There was an understanding that the current projects discussed previously for the library and other buildings will be funded appropriately for this report and a conclusion that a placeholder amount should be added for future years.

When reviewing the Fire apparatus information, questions came up as to the accuracy of the projected replacement costs. Ms. Goodwin shared information Chief LaRoche would be presenting to the Select Board that included \$518,000 coming out of the Fund in 2027 for the chassis payment on Engine 2, \$946,000 coming out in 2028 for final payment on Engine 2 and Ambulance 1, and in 2032 \$2,083,000 coming out for Ladder 1.

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CIP Spreadsheet – Review Updates: - continued

A line by line review and discussion followed resulting in more suggested edits as follows:

- show future spending for police vehicles
- reduce the cruiser maintenance fund by \$2,000 dollars to be offset by the enterprise fund
- The Building Maintenance Fund lines on the Fund Projection sheet and CIP Spreadsheet will be updated to include a placeholder amount such as \$20,000 for future years and an addition of \$20,000 to the \$80,000 amount listed for this year
- Fire Department numbers were discussed and Chair Severn will talk with Chief LaRoche to tighten up these fire apparatus numbers
- Ms. Goodwin will send details about Fire Department spending and other requested information to Chair Severn.
- Earned interest on Fund accounts was discussed to be added back to the spreadsheet.

Chair Severn indicated that he would like to meet with Chief Laroche and Ms. Goodwin to discuss the Fire Department numbers and a date and time was proposed to be confirmed with Chief Laroche.

Chair Severn was thanked for all the improvements made to the format, data information and assumptions, and separate worksheet additions which will enhance the CIP report. It was agreed that these worksheets as created and amended help the Committee in its purpose as an advisory Committee that annually reviews this information to make best guess recommendations to the Select Board and townspeople about capital expenditures and contributions to funds that support the anticipated purchase and replacement costs of essential capital items. Mr. Regan offered to attend the presentation meetings to support Chair Severn.

Chair Severn will make all the updates based on the meeting discussion. The Committee agreed to meet next on September 8th at 5 pm to review the updates resulting from this round of changes and vote to recommend the CIP Spreadsheets and report go to the Planning Board.

MINUTES:

The Draft 8-25-2026 Meeting Minutes were reviewed. Mr. Kenney mentioned two typos found to be corrected as follows:

- On page 1 in the third paragraph at the end of the fourth line **change** the word “Interior” to have a lower case “i”
- **Remove** the word “about” on page 2 in the first bullet.

Chair Severn motioned to accept the minutes from August 25th as amended. Mr. Regan seconded. The motion carried 5-0-0.

NEXT MEETING: September 8, 2026

ADJOURNMENT:

With no other business before the Committee, Mr. Regan motioned to adjourn at 6:02 pm. Mr. Kenney seconded. The motion carried 5-0-0.

Respectfully submitted,
Janet Cote, Land Use Associate