Capital Improvements Program Committee (CIP)
MINUTES

August 25, 2026

APPROVED: **September 1, 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 Updates Review:

Chair Severn indicated that this would not be the final review because he did not complete all the work he wished to on this because he was on vacation. He stated that he did make the corrections to the Fire Department lines. He reported that he and Ms. Goodwin talked about the Town Asset List and everything seemed to be okay except the roll-off truck for the Highway was still to be confirmed as to whether it was an asset for Highway, Water and Sewer or Transfer Station Departments or if it was to be shared.

Discussion followed regarding the roll-off truck and past discussions about the shared use of this, values and whether it was a one-time purchase items or if it should be funded. More information will be confirmed about this vehicle.

Chair Severn stated that Ms. Goodwin sent him the Town Building Maintenance spreadsheet which he indicated was still in progress and does not yet cover all the buildings or items. He indicated that strong progress was made with the Public Safety Building. He explained that the spreadsheet format included life expectancy year, replacement year, and cost information for each item listed. Items listed included the roof, HVAC, interior painting, carpet replacement, flooring, parking lot topcoat and resurfacing. Other items talked about included fuel tanks, bathroom fixtures, security hardware, window replacement. Committee Members felt the Public Safety Building info was reasonably complete.

It was noted that they did not have anything finalized for the Town Office Building. The same format and list of items was considered. The age of the building and its systems were still being researched to help determine dates and amounts for replacement. Other buildings discussed included the Historic Town Hall and other Department buildings. It was determined that cost amounts were given for the Transfer Station main building, cardboard building and other storage buildings but no replacement dates were indicated. Discussion followed about the asset inventory and inclusion of both compactors.

Chair Severn asked Ms. Goodwin if it was reasonable to think that all the information for this document would be available in time for it to be included in this year's CIP report.

CIP Spreadsheet Updates Review: - continued

Ms. Goodwin replied that it has been difficult to track all the information down. She summarized some of the issues and progress as follows:

- With regard to the Town Office Building, she had reviewed all the folders about the building and it was still unclear what was replaced and when.
- The Building Asset worksheet was shared on the screen and she confirmed numbers reviewed with the Fire Chief for the Public Safety Building and explained that the topcoat has not been done, but they were still unsure how to set a time for that because there may be more issues with that.
- She was reviewing contracts to determine things like timing for window replacement which is difficult due to items combined in multiple contracts.
- She added fuel tanks as a list item due to the Water and Sewer Department installing a fuel tank at Central Street, which would eventually need to be replaced.
- The information for the library is still pending. A new memorandum of understanding (MOU) between the Town and the Library is being worked on and she has a list and schedule from the library that she needs to talk with the Select Board about before that can be finalized.
- The Old Town Hall information is in progress but more research into LCHIP information is needed.
- She indicated that she needed to talk with the Select Board about some of the issues with the Town Office Building to determine direction for some of the needs and plans for the building.
- There was also the situation with Water and Sewer being separate. She talked about the Asset Management Grants for the Water and Sewer Department and the progress made with the Water side.
- She added that the Town Maintenance Fund budget amount of $10,000 was inadequate so there may be a need for warrant articles for some projects or to raise this budget line.

Because there was still a lot to do and more information to gather to finish this up, it was determined that the Committee would continue to work with Ms. Goodwin to get the information needed but that this would not be a document included in this year's report. Instead, it would be commented on as part of the presentation to the Planning Board, Select Board and Budget Committee as work in progress that will be added next year.

Ms. Goodwin asked whether the Committee would still be making a recommendation for an amount to be funded for the Building Maintenance Fund for this year's report. She was asked about the amount needed for planned projects. She talked about the plans for solar requiring $120,000 and the option to just do the energy upgrades that would bring that number down. Gutters for the Town Office and other projects would require $50,000. Discussion followed to determine the balance in the maintenance account and the cost of all the proposed projects. It was determined that the recommendation for this year's report should be about $80,000.

Chair Severn indicated that he would need about 2 to 3 hours to finalize the spreadsheet for final review. The Committee determined that they would meet again for this review on Tuesday, September 1, 2026 at 5 pm.

OLD BUSINESS:

Rules of Procedure:

Mr. Kenney indicated this was not on the agenda but he would like to talk about this. He indicated that there was a correction of the typo in Article III Section 1 to change "Board. And" to "*Board and*" but he noticed missing

Rules of Procedure: - continued

language discussed previously that should be in Article III section I to clarify the membership limit as 5 members with the allowance to appoint up to 2 additional people to serve as alternates. He asked for a correction **to change**, "up to two (2) alternates" **to** "up to two (2) "*additional*" alternates." Ms. Sullivan will make this change.

COMMUNICATIONS: None

MINUTES:

The Draft 8-18-2026 Meeting Minutes were reviewed. Mr. Kenney pointed out typos in the draft minutes on **Page 2** as follows:

- 1st paragraph, 1st sentence - **change** "he indicated he" **to** "*he indicated that he*"
- Same paragraph, next to last sentence - **change** "only be drafted data" **to** "*only be draft data*"
- 2nd paragraph, second sentence - **change** "Fund probable has" **to** "*Fund probably has*"
- Same paragraph, last sentence - **change** "other gear" **to** "*related gear*"
- 4th paragraph, first sentence - **change** "discussion for the Debt" **to** "*discussion regarding the Debt*"

Mr. Regan motioned to approve the minutes from Aug 18th as amended. Mr. Lukeman seconded. The motion carried 6-0-0.

OTHER BUSINESS:

CIP Committee Appointments:

Ms. Sullivan reported that the changes discussed at the last meeting were made to the proposed terms and these were ready to go to the Planning Board for appointments to be made accordingly.

Mr. Kenney asked for clarification about Mr. Lukeman resigning and Mr. Milbrand serving as an alternate and if they would need to find a new member. It was felt that it might be better to finish up this year's work before having to do this. Referring to the August 18th Minutes, Mr. Kenney suggested changing the line in its terms recommendation as follows:

Change "Following discussion, the Committee decided that it would be better to stagger the terms as follows:" **to** *"After discussion, the Committee decided that it would be better to stagger the terms, starting once this round of CIP meetings wraps up."*

NEXT MEETING: September 1, 2026

ADJOURNMENT:

With no other business before the Committee, Mr. Milbrand motioned to adjourn at 5:38 pm. Mr. Kenney seconded. The motion carried 6-0-0.

Respectfully submitted,
Janet Cote, Land Use Associate