

CIP

Date	07DEC10
Co-Chairs	
Attendees in bold are present:	Paul Anderson, Janice Tremblay, Chris Adams, Alan Rosenberg and Linda Saari

Agenda Mechanics

Call to order at 7:05

Signing of all minutes from previous meetings

Linda made motion to adjourn @ 8:32 pm. Rosie seconded. All present voted yes.

Meeting minutes for Master Planning Board Meeting # 5

- 1.) First CIP meeting
- 2.) Planning for Department meeting.
- 3.) Status of department responses.
- 4.) Discussion of compiled plan
- 5.) Minutes approval

A. Topics / Minutes:

Agenda Topic	Discussion Summary / Minutes
1. First CIP meeting	<p>Closed 22SEP10 Paul started off meeting with introduction and a simple mission statement. Janice discussed last year's procedures and notes.</p>
2. Department Head meetings	<p>Closed 22 SEP10 A date needs to be set for interviews with department heads to discuss future plan.</p> <p>We should send current plan to heads with a request that they be available for a meeting in the first two weeks of October. We may be a little late starting but we will get.</p> <p>We will send out packet via email if possible containing: Introductory letter Project worksheet instructions. Attachment A: Capital Improvement Plan project worksheet. Attachment B: Project requests summary sheet. We will heads to return in two weeks.</p> <p>Suggested Meeting Dates: 19 and 26 Of OCT with the heads picking their particular date.</p>

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Agenda Topic	Discussion Summary / Minutes
3. Status of department responses.	Closed 26OCT10 <ul style="list-style-type: none"> ◆ Assessor's office had no noted needs. ◆ Cemeteries would like to put in a cremations remains mausoleum in the future but nothing in the immediate future. ◆ Conservation committee has no new bonding request. ◆ Fire Department – See attached request. Question: only a request for 5-Engine-3 was submitted. We need to follow up with F-DEP to get information on the FY 11-16 ◆ Ambulance had no response. Last report had A2 being replaced in 2015. ◆ Library- Nothing at this point. ◆ Follow up with PD to determine if they will be following the existing schedule. ◆ Selectman's see attached documents. ◆ No School board response
4. Discussion of Draft CIP	07DEC10 Discussed draft and clarified verbiage and numbers for Linda moved as a committee to approve revised Draft CIP as presented in the meeting. Rosie seconded. All yea. The CIP will be submitted to the Planning board for subsequent for the boards consideration. A copy will be posted to the website
5. Minutes for 07DEC10 approval.	07DEC10 Motion to accept meeting minutes as presented by Chris Adams. Seconded by Rosie. All Yea.
1.	
2.	
3.	

B. Open / Pending Action Items ()

AI#	Description	Status	AI Owner	Comments
2-1	Forms for Department Heads	Open 22SEP10 Closed 25OCT10	Paul	Will coordinate with Valerie to make sure that the forms are sent out.
3-1	Contact FD to get newest five year list in regards to 2010-2015 plan	26OCT10	Paul	

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3-2	Follow up with School Board for Cap Items.	26OCT10	Chris	

C. Closed Issues and Action Items

Closed issues and action items are archived for your reference. Cut and paste the link below into your browser to view the closed issues and actions log.

Need to schedule a third meeting.	<p>Closed</p> <p>4. We may need a third meeting to consolidate the responses.</p>
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