

**Capital Improvements Advisory Committee
Town Manager's Conference Room
Minutes
March 22, 2010**

Committee Members	Present	Absent	Excused
Les Cole Chairman	X		
John Mullin, Vice Chairman		X	
Louis Robitaille	X		
Robert Turgeon	X		
Peggy Wagner	X		
Liaison			
David Drake, Council Liaison	X		
Tony Martino, Staff Liaison	X		
Mike Turner, Staff Liaison	X		
Staff & Guest			
Jeff Bridges, Town Manager	X		
Lisa Hancock, Finance Director			X

Chairman Les Cole called the meeting to order at 6:00 P.M.

- A. Approval of Minutes of February 3, 2010 Meeting – Motion made by Peggy Wagner seconded by Louis Robitaille to approve minutes. **All members voted in favor.**
- B. Public Comments – None, no public present.
- C. Review Current Budget Request for Cutbacks – Les Cole thanked Jeff Bridges for inviting the Committee back to help determine which projects to cut from the project. In the past the Town Manager made those cuts without Committee input. Les then asked Jeff Bridges if the meetings have been finalized on Morrison Avenue and if there was a need to adjust up or down the budget figure for that project. Jeff advised that the Town has heard back from 75% of the Morrison Avenue residents and they have a consensus on one proposal that will come in at \$200,000. The town will be following up with the few residents who have not responded. Based on the proposal selected Dave Drake questioned the need to replace all the sidewalks. Mike Turner advised until an actual survey is performed we are not sure if any sidewalks can be retained or if any utility poles would have to be moved. Dave advised if the project comes in under budget we should look to reallocate those funds to put back some of what we eliminate tonight.
Discussion then started on eliminating projects:
 1. Redevelopment - Bob Turgeon recommended cutting the \$25,000 especially, since they are looking for a \$5,000,000 bond.
 2. Façade Loan – Les Cole recommend cutting this project from \$50,000 to \$25,000.
 3. Emerson Williams Pipe Repair – Peggy Wagner recommend cutting the \$40,000 for this project.
 4. Preserve America / Wayfinding - Jeff Bridges advised after discussion with Rae Ann Palmer these match funds can be reduced from \$40,000 to \$20,000.
 5. Field Replace Bleachers – Peggy Wagner recommended cutting the \$30,000 for this project at Millwoods.
 6. Library RFID Security – Peggy Wagner recommended cutting this project from \$35,000 to \$25,000.

All the above changes cut the budget by \$150,000 meeting the Town Manager's goal. All members unanimously agreed to these cuts. It was further suggested that the Silas Deane Highway design guides and the gym painting projects be eliminated if added cuts were necessary.

Jeff Bridges then had another request of the Committee. There are two 2009/2010 projects that have not been started yet (1) Volunteer Ambulance Parking Lot Replacement (\$30,000) and (2) Highland Street Culvert (\$30,000). Jeff would like the Committee to concur with his

recommendation to cancel these two projects and use the funds to offset the cost of fiscal year 2010 / 2011 Capital Projects. Members asked why the projects have not been done yet. They were advised the Design work had been completed for the Vol. Ambulance Parking lot and the work had been scheduled to be done this spring. Survey work and design has been completed by Town Staff for the Highland Street Culvert but the cost estimates came in over budget. Staff is looking for ways to bring this project in within budget. Peggy Wagner advised she would like to see the Vol. Ambulance Parking lot completed especially where we just finished siding the building. If funds become available we should look at putting this project back on the board. The committee suggested if added CIP funding did become available, that the parking lot project be restored. All members then agreed to go along with Jeff's request to close out these two projects and reallocate the funds to offset the cost of next fiscal year's projects. These two eliminated projects will be added to the CIP as future year requests.

Jeff Bridges thanked the members for coming out and help reduce the CIP budget figure.

- D. Adjournment - Motion by Louis Robitaille seconded by Bob Turgeon to adjourn. **All members voted in favor.**

Meeting adjourned at 6:22 P.M.

I hereby certify that the above is a true copy of the minutes approved by the Capital Improvement Advisory Committee

Michael J. Turner
Director of Public Works
Town Staff Liaison