



**CIP Meeting Minutes  
Wednesday, September 21, 2022  
5:30 p.m.  
City Hall, Blue Conference  
Room**

**Council in attendance:** Councilor Bob Desrochers (Chair), Councilor Valerie Blake, Councilor Olivia Zink, School Board Treasurer Deborah Brown, Resident Kathy Fuller and Resident Leigh Webb

**Absent:** Planning Board Member James DeBernardo, Councilor Paul Trudel, School Board Chair Tim Dow and School Board Vice Chair Delaney Carrier

**Others in attendance:** Mayor Jo Brown, City Manager Judie Milner, Superintendent Daniel LeGallo, and Finance Director Pessy Gaudette

**Call to order**

Chairman Councilor Desrochers called the meeting to order in the Blue Conference Room at City Hall at 5:31 p.m.

Salute to the Flag was led by Resident Webb.

**Agenda Item I: Approval of minutes from the May 24, 2022 meeting:**

**Motion – Councilor Blake moved that the CIP Committee approve the minutes from the May 24, 2022 meeting. Seconded by School Board Treasurer Brown.**

There were a few amendments that were noted to be revised.

***5 in favor; 1 abstained; motion passes.***

**Agenda Item II: Continued review of the Capital Improvement Plan:**

The committee went over all of the projects that have been recently completed and can be removed from the CIP packet. All references to page numbers and line items can be found in the 'Draft Capital Improvement Plan for FY23-38' packet.

Brown started by going over the projects that have been completed at the school. On page 14 the completed projects are as follows:

D1 – Middle School rear paving has been completed.

D7 – Middle School gym fans have been completed with ESSER funds.

Page 2 of 3

D6 – Replacing the 2008 Kabota tractor for a newer model that will be delivered next week. The end cost after the trade in will be \$22,500.

The committee went over the remaining completed projects for all municipal departments and are listed below:

Page 14:

D47 – (MSD) Utility vehicle #18 was purchased.

Page 15:

D36 – (MSD) Backhoe #35 is in the FY23 budget for purchase.

D81 – (MSD) Paving of Central Street will be done this year using ARPS funding.

D91 – (MSD) Paving of East/West Bow Street will be done this year using ARPS funding.

D100 – (MSD) Paving of South Main Street will be done this year using ARPS funding.

Page 17:

D121 – (Fire) Replacement of Car 3 2006 Chevrolet Tahoe is in the FY23 budget.

D132 – (Fire) Utility 3 Pickup is in the FY23 budget.

D145 – (PD) Replacement of outdated dispatch equipment and towers were approved in the FY23 budget.

Page 18:

D156 – (MSD) Sewer line replacement on East and West Bow Street has been completed.

Page 19:

D91 (both line items) – (MSD) Pavement of East/West Bow Street will be completed this year.

The committee discussed removing the items that are complete and possibly moving everything else into FY24.

It was also decided that on page 6, under *User Fees*, that the words 'Internal Services Fund (fuel depot)' need to be removed from that sentence, as that does not exist anymore.

Milner stated that she will update the numbers on page 13 in the Capital Reserve Funds, since the dispatch project has been paid and can be zeroed out.

Brown went over the priorities for the remaining school items on page 14:

D4 – Replacement of High School bleachers have been pushed out since they are not too bad.

D3 – Replacement of the scoreboard at the High School field is a high priority.

D5 – Upgrading the High School athletic field (drainage & irrigation) can be pushed out.

D2 – Hydroseeding at the Middle School does need to be done soon.

Brown stated that she will be going to the school board to revise the timeline for each project.

The committee discussed going over the remaining projects and their priorities with the department heads present in another meeting that will be scheduled in the next few months.

**Agenda Item III: Other Business:**

No other business was discussed.

**Motion to adjourn was made by School Board Treasurer Brown and seconded by Councilor Zink. All in favor. Motion PASSED.**

The meeting adjourned at 6:39 p.m.

Respectfully submitted,

Lisa Jones  
Executive Secretary