

**Capital Improvement Program Committee**  
**Meeting Minutes**  
**August 2, 2016**

**Committee Members Present:** OJ Robinson - BOS, Butch Burbank - Town Manager, John Hettinger - Planning, Cindy Lloyd - Budget

**Committee Members Absent:**

**Staff:**

Chief Ted Smith, Finance Director Helen Jones, Planning & Zoning Administrator Carole Bont

**Audience:** None.

Meeting called to order at 9 am.

Motion by OJ Robinson: "To approve the minutes of July 26, 2016."

Second: Butch Burbank.                      Approved

**CIP Worksheet**

CRF Balance is the estimated amount that will be in the account as of 01/01/2017.

Bond projects:

1. **Beechwood** – list bond payments, do not fund in CIP Roads & Streets
2. **West Street** – as this project has yet to be bonded, no payments will be listed.
3. **Pollard Road Sidewalk** – at this time we have a construction loan, when project is completed will convert to loan.

**Review Police – Chief Smith**

**1. PD Dispatch Communications Improvements:**

New Recorder – 3 year lease at \$6,000 per year.

State wants towns to go to e-tickets. At this time state is having an issue with the influx of e-tickets. Chief is waiting for the bugs to be worked out and/or he is forced to move to the e-tickets. Cost to outfit the cruisers will be about \$60,000 to \$70,000. Chief would like to increase funding per year to \$25,000.

Change estimated cost to "ongoing".

**Review Planning & Engineering – Carole Bont**

1. **Main Street Utilities relocation (Burial Feasibility)** (i.e., Bury power lines)  
Remove bury power lines from CIP as the cost is high.
2. **Engineering** – increase funding to \$7,000 per year, this funding to cover the cost of projects like storm water review at Community Building etc.
3. **Update Master Plan** – continue funding of \$3,000 each year to be ready for the next master plan review in 10 years.
4. **Village Center & Riverfront Park** – hold on funding until we have final plans. There is enough funding in CIP to do the projects that they are currently doing.

**Review Revaluation – Helen Jones**

1. **Revaluation/Statistical Update** - Continue funding at \$25,000 per year to cover the cost of the revaluation in 2021. Yearly costs are included in the operation budget.

Motion to adjourn meeting at 10:30 am by Butch Burbank: seconded by OJ Robinson.

Date: \_\_\_\_\_

8-9-16

Approved: \_\_\_\_\_

  
Chairman: John Hettinger