

CAPITAL IMPROVEMENT PROGRAM WORK SESSION

May 23, 2013

A work session was held on May 23, 2013 at 7:00 p.m. in the meeting room at the Springfield Town Office. Committee volunteers are advisory only and will report back to the Planning Board . Attendees: Ken Jacques, Jeff Milne, Leigh Callaway, Tamara Butcher, Janet Roberts and Brandt Denniston.

Discussion: The Capital Improvement's Plan is intended to be a document created to be used as a guide by the Selectmen, Budget Committee and Town Departments. The document should be updated yearly and project capital expenditures 6 years out.

Brandt Denniston reported summarized financial data for the period of 2003-2013 he compiled using budgets and warrant articles. He presented a computer report on the steps the Office of Energy and Planning recommend for a successful CIP. He also shared the spreadsheets that he had prepared.

All agreed the plan will encompass capital projects with a useful life of at least 3 years, and a minimum gross expenditure of \$5,000. Prioritization of needs is what the budget committee and selectmen look at in determining annual projects. The goal is to bring awareness to what is coming up for capital expenditures.

A letter and form that will be sent to departments for completion was reviewed. Meetings will be set up with Fire, Highway, Cemetery, Selectmen/General Government Buildings.

It was decided to meet with Fire Department, Cemetery, and Police at the next work session. scheduled for June 27th at 7:00 p.m. These departments will be sent the letters and forms and will be asked to send the requested information to the office by June 20th to allow time to look at the information before the next work session. Highway and Grounds and Buildings will be discussed at the July work session.

Jeff Milne shared a Capital Improvement Plan from a small town in Montana with a population similar to ours, that may be used as a guide in developing Springfield's CIP. Tamara will send a copy of this document to the committee members.

The next work session of the CIP committee is Thursday, June 27th, at 7:00 p.m.

The meeting adjourned at 8:00 p.m.

Submitted by,
Janet Roberts