

**CAPITAL IMPROVEMENT PROGRAM
WORK SESSION**

APRIL 23, 2013

A work session was held on Tuesday, April 23, 2013 at 7:00 p.m. in the meeting room at the Springfield Town Office. Attendees were: Ken Jacques, Jeff Milne, Leigh Callaway, Tamara Butcher, Janet Roberts and Kevin Lee.

Discussion: The Town Master Plan recommends that an up-to-date Capital Improvement Plan be in place. In the event that some future development causes an adverse impact to the town and due to increased demands for service, a Capital Improvement Plan must be in place in order for impact fees to be imposed on a developer. A Capital Improvements Plan is a tool that recommends projects to consider over the next six years and is used to aid the selectmen and budget committee in preparing the annual budget. A CIP is a non-binding document providing tools to identify municipal capital needs. The CIP becomes a living document, once created, would be updated on an annual basis by the Planning Board.

Henry Szmyt and Brandt Denniston have expressed an interest in assisting with the project, but were unable to attend this meeting. Brandt has all ready begun some research and work with departments. Leigh will contact Brandt to see if he can assist him with compiling the data.

As a starting point, members will work with department heads to inventory equipment, age, condition, life expectancy and estimated replacement cost, for equipment with a value greater than \$5,000.

Janet will contact Mike McCrory from the Upper Valley Lake Sunapee Region Planning Commission, to see if he has some samples available for a town similar to the size, small business and large residential base, with the potential of future development pressure such as exists in Springfield.

The next work session will be Tuesday, May 21 at 7:00 p.m.

Submitted by

Janet Roberts