

## **CAPITAL IMPROVEMENT PROGRAM WORK SESSION**

**May 23, 2013**

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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 27<sup>th</sup> 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 20<sup>th</sup> 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 27<sup>th</sup>, at 7:00 p.m.

The meeting adjourned at 8:00 p.m.

Submitted by,  
Janet Roberts