

1 **Capital Improvements Plan Committee**

2 **Draft Minutes**

3 **Thursday, September 16, 2021, 8:30 a.m.**

4 Mary Herbert Room, Town Offices

5 233 Atlantic Avenue

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9 **Call to Order**

10 Chair Monaghan called the meeting to order at 8:40 AM.

11
12 Those in attendance were Cynthia Swank, Kathy Kilgore, Nancy Monaghan, Jeff
13 Hillier (arrived at 9:45 AM), and Frank Ferraro. Via ZOOM: Jonathan Pinette and
14 Absent: Clif Jones and Danielle Strater.
15

16
17 **Motion By Kathy Kilgore to allow Jonathan Pinette to participate in the**
18 **meeting via ZOOM. Seconded by Frank Ferraro. Roll call vote: Swank, aye;**
19 **Kilgore, aye; Monaghan, aye; Ferraro, aye; Pinette, aye. Motion carries 5-0.**
20

- 21 • Review, edit draft CIP Report for FY2023-2028

22 The committee made several changes to the report that were edited on the draft
23 report throughout the meeting. Changes were made and agreed to by the
24 committee as follows:
25

26 Page 1, Frank Ferraro suggested changing wording so that it was clear the DPW
27 tractor is not just for use by the library.
28

29 Page 2, Cynthia Swank asked to change “replace” with “rebuild”; enter into a new
30 paragraph after “2023” and use “that fund” instead of “the fund”
31

32 Page 7, Cynthia Swank noted the word “off” was in red, and on page 10 the word
33 “rescue” had the letter “u” in red
34

35 Page 14, Frank Ferraro asked to change “industry standard” with “one practice”
36

37 Page 15, Frank Ferraro noted the mileage number should read 13,596

38

39 Page 15, Cynthia Swank asked to change the word “worm” to “worn”

40

41 Page 17, Cynthia Swank noted the total of “\$55,000” should be “\$45,000” under
42 the table FY2025

43

44 Page 20, Cynthia Swank noted a bullet in red that needed to be changed and
45 change the word “sed” to “used”

46

47 Page 24, Cynthia Swank asked to center the word “Ford” in the columns and to
48 repeat the header on the next page

49

50 Page 27, Cynthia Swank noted there were two commas

51

52 Page 41, Cynthia Swank asked to change the spacing in between warrant articles

53

54 Page 42, Frank Ferraro asked to change language to “existing town buildings”

55

56 After some discussion regarding page 52 and the contents relating to Lauri Etela

57

58 **Motion by Frank Ferraro to delete the sentence “With questions arising about**
59 **that access..and ending with building”. Seconded by Kathy Kilgore.**

60 **Roll call: Cynthia Swank – no; Kathy Kilgore – yes; Nancy Monghan – no;**
61 **Frank Ferraro – yes; Jonathan Pinette – no. Motion fails 2-3.**

62

63 Jeff Hillier entered the meeting at 9:30AM.

64

65 Page 56, Cynthia Swank stated “consultants” was spelled incorrectly.

66

- 67 • Approve final report

68

69 **Motion by Cynthia Swank to approve the Capital Improvement Plan for**
70 **FY23-28. Seconded by Kathy Kilgore.**

71 **Roll call: Cynthia Swank – aye; Kathy Kilgore – aye; Jeffrey Hillier –**
72 **abstain; Nancy Monaghan – aye; Frank Ferraro – yes; Jonathan Pinette -yes.**

73 **Motion carries 5-0-1.**

74 • Discuss reconvening for municipal buildings proposal
75 Nancy Monaghan discussed reconvening the committee if a town campus proposal
76 is provided to the Select Board.

77
78 • Approve minutes of the July 30, 2021 meeting
79 Nancy Monaghan noted the spelling of Clif Jones' name needed to be corrected to
80 one "f" only.

81
82 Frank Ferraro asked to have his comment to Matt Ferreira added which he asked if
83 the school or SAU had considered putting in web cameras in each of the
84 classrooms to facilitate remote learning.

85
86 Frank Ferraro also noted that Matt Ferreira's name was spelled incorrectly.

87
88 **Motion by Kathy Kilgore to approve the CIP minutes of July 30, 2021 as**
89 **amended. Seconded by Frank Ferraro.**

90 **Roll call: Cynthia Swank – aye; Kathy Kilgore – aye; Nancy Monaghan –**
91 **aye; Jeffrey Hillier – aye; Frank Ferraro – aye; Jonathan Pinette – aye.**

92 **Motion carries 6-0.**

93
94 • Any other business to legally come before this Committee

95
96 **Adjourn**

97
98 Meeting adjourned at 9:40AM.

99
100 Respectfully,

101
102 Janet L. Facella

103

104