

Capital Improvement Committee  
MINUTES  
Wednesday, October 14, 2020 at 4:30 p.m. at the Town Office

1. Roll Call (Town Manager): Sam Scott, Ed Henningsen, Brad Swanson, Pam Mondschein, Megan Zotara, Wendy Rawski, Dana Lee
2. Selection of Officers – Unanimous approval of the following:  
Chair: Brad Swanson  
Vice-Chair: Sam Scott  
Secretary: Pam Mondschein
3. Discussion of Specialists/Resources Needed to Best Study Space Needs:
  - a. Kelly Davis, the architect of the Town Hall, Civil Consultants, and Ken Wood of Attar Engineering may have documents that will be required for renovations. Dana will contact them to obtain the documents.
  - b. Megan will research grants that may be available
  - c. Steps to take:
    - i. Need an RFP to find qualified architects – Sam and Brad will get a list of vendors to submit RFPs.
    - ii. Feasibility Study
4. Discuss a Realistic Timeframe for the Study/Voter Approval
  - a. Sam will work on refining the RFP and Dana will get some samples from similar projects by the November 18, 2020 meeting.
  - b. The RFP will be finalized and ready to be sent out at the December 16, 2020 meeting.
5. Other CIP Projects/Questions
  - a. Boat Basin – the pavilion has been painted
  - b. Frost Tuft's tennis courts' lighting with LEDs and timers were installed under budget
  - c. Police Department handicap access is scheduled to be repaired before the first snow.
6. Megan made a motion to accept the September 16, 2020 minutes and Pam seconded with unanimous approval.
7. Ed made a motion to adjourn the meeting and Megan seconded with unanimous approval.
8. The next meeting will be held on November 18, 2020.

Approved  
12-9-20