

Capital Improvement Committee

MINUTES – Approved 10/14/20

Wednesday, September 16, 2020 at 4:30 at the Town Office

1. Roll Call (Town Manager): Sam Scott, Ed Henningsen, Brad Swanson, Pam Mondschein, Megan Zotara, Wendy Rawski, Dana Lee
2. Introductions of Members (Town Manager): The members introduced themselves to one another.
3. Overview of By Laws and Mission (Town Manager): The Town Manager asked if all had a chance to read the By-Laws and to see if anyone had any questions or proposed changes. There were no comments.
4. Staffing of the Committee (Town Manager): The Town Manager indicated that he and Wendy would largely be staffing the meetings.
5. Efforts / Information Gathered to Date (Town Mgr. / Town Clerk): Dana reviewed a lengthy packet of materials (attached). This formed the basis for the rest of the meeting's question and answers.
6. Budget Available for Building Study (Town Manager): In total, we have \$35,000. (\$5,000 was held over from a proposed Space Study in prior year)
7. Selection of Officers (Town Clerk): It was decided to postpone selection of officers until the next meeting.
8. Discuss Steps / Resources Needed to Best Study Space Needs (Chairperson): The group did not discuss other than trying to locate a survey of the property which Dana said he would pursue.
9. Review and Status Report of Current C.I.P. Projects (CI&E Chairperson): The Town Manager gave an overview of the top ten CIP projects either recently done or in progress. Dana mentioned the new HVAC system and how it was portable and scalable .
10. Adjourn: Ed made a motion to adjourn the meeting at 5:30 pm. This was seconded by Sam and was so voted.