

## **CAPITAL IMPROVEMENT COMMITTEE**

**MEETING MINUTES:** October 13, 2015

**MEETING CALLED TO ORDER BY:** Keith Tavares @ 6:06 p.m. in the Planning Board Room.

**ATTENDING:** Chairman Keith Tavares, Chairman Vice Chairman Noah Escaler, Clerk Susan Rutter, Steven Rutter, Sean Cadime, Town Administrator and Bruce Alexander, Director of Finance.

**ITEM 1** -Voted to approve meeting minutes from May 19, 2015. Steve Rutter made the motion to approve and it was seconded by Noah Escaler.

**ITEM 2**– Introduced ourselves to Sean Cadime, Town Administrator and and spoke about what items we should be expecting to see. September 15, 2015 was the due date for Form As and proposals from Town Department Heads. Sean suggested that we sit down with department heads and get copies and summaries about what their capital needs are for the upcoming year. Also a 5 year outline for future capital expenditures. This will help us identify funding resources and determine what capital funding they are looking for. We will get the packet from Sean and meet with him on October 28<sup>th</sup> at 6.p.m.

Next meeting is October 28, 2015 at 6 p.m. in the Planning Board Room

**MEETING ADJOURNED AT 6:22 p.m.**