

**Minutes**  
**Capital Improvement Committee**  
**June 2, 2008**

Attending: Shelton Banks (Energy Committee), Sue Hruby, Kathy Logue, Cindy Mitchell, Ann Nelson, Dianne Powers, Bruce Stone

The meeting was opened at 4:35 pm.

1. Membership: The Committee welcomed Ann Nelson who is replacing Al DeVito as the Finance Committee representative.
2. Minutes: The minutes of 3/8 and 3/31 were approved with changes.
3. Energy Committee review

Shelton Banks attended the meeting and reviewed where the Energy Committee believes there may be some capital opportunities that would benefit the town.

- LED Street Lights: Currently our street lights cost \$6500 a year with NStar. The payback on such a project is usually about 4 years (quicker as rates go up.) Ann Arbor Michigan is the main municipality that has extensively converted the whole town lighting system over to LED lights. The energy committee has asked their contact Jack Miller whether there are any towns within 50 miles of here that have installed any LED lights that they could go see.
- Buy Compact Florescent Bulbs in Bulk.
- Advanced Building Techniques: This is mainly conservation techniques that can be implemented in new construction. Kathy Logue noted that the Renovation Committee had met with John Burns from Cape Light Compact and incorporated his suggestions into the Town Hall plan. We don't see any other opportunities for new construction at the moment.
- Replacement of Hot Water Heaters is another area where we have an opportunity; as existing heaters fail, consider replacing with on-demand heaters for facilities with fairly low water use.
- Automobile purchases

The committee agreed we would be back in touch with The Energy Committee in September to get further information for the Capital Plan.

4. Group Assessment of Capital Planning process for this fiscal year

The committee agreed that

- The overall process went well;
- We produced the right amount of information
- We introduced the concept of level capital spending over time;
- We introduced the idea that at some point in the future the town should vote on a Capital Improvements Budget instead of piecemeal elements.

5. Changes for 08-09

We agreed that we would propose the Capital Plan be packaged as a single warrant for the next budget cycle. The next steps to be completed in September are to discuss this with the Selectmen and the Finance Committee. Sue/Cindy will draft a

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brief description of what we would like to do and bring it to our September meeting.

6. Other Projects: We also discussed the Preservation of Records as a project. The goal is to have it in place once the Town Hall project has been completed. We further agreed it would be cheaper if we were to buy a scanner and convert all present records; determine if we can get any money for preservation of historical records and then start a slow conversion process in house as resources are available. Dianne noted that this approach has worked well in the Registry of Deeds.

The meeting adjourned at 5:10 pm.

Next Meeting: Monday September 8, 2008

Respectfully submitted,  
Sue Hruby

*Approved: September 8, 2008*