

# TOWN OF CAMPTON CAPITAL IMPROVEMENTS PLAN COMMITTEE

## MEETING MINUTES

Wednesday, April 10, 2024

Committee Members: Jim Butler, Bill Frye, Karl Kelly, Jack Letvinchuk

Town Employees: Kate O'Connor, Michelle McCaleb (recorder)

Public Attendees: NONE

Karl Kelly opened the meeting at 1:03 p.m.

### **Approval of Minutes**

Bill Frye made a motion to approve the minutes. Jim Butler seconded the motion, and it was unanimously approved. It was decided amongst the members that they would wait until the next meeting to choose a Chair due to the appointments at the Board of Selectmen meeting on April 15<sup>th</sup>.

### **Introductions**

Jack Letvinchuk, Jim Butler, Bill Frye, and Kate O'Connor all gave a brief overview of their backgrounds.

### **Review of Matrix and Handbook**

The Committee discussed scheduling visits to the Fire and Highway Departments.

Bill Frye stated that he would like the Thornton Transfer Station to come before the Committee with their plans and an update on what they've been doing. Kate will reach out to the Thornton Town Administrator to coordinate a meeting in August.

Jack asked if there is a need for field trips every year unless it is a necessity. It was decided that the Committee would visit the Highway Department on May 15<sup>th</sup> at 1 PM and the Fire Department on June 12<sup>th</sup> at 1 PM.

Kate asked about visiting the Library Trustees, Town Clerk's Office, and the Police Department. The members stated they usually don't visit them.

She stated that herself and Ginny noticed a discrepancy between the Capital Reserve Fund and the names for each section versus the Annual Report.

Jim had a question regarding Engine 3 on the Fire Department section of the Matrix. Karl didn't have an update and Kate believes some of it has already been paid for. There was a discussion that followed regarding Engine 3. It was decided that they would need to increase the Road Fund for the Highway Department to 750k due to the approved budget.

A few buildings also need new boilers. There was a discussion about building maintenance and the proper process for getting a quote from a company. For the next meeting, the Committee would like to verify the 2023 numbers to see what was spent compared to the budget. There was a discussion regarding the Road Funds and the Road Plan.

### **Privilege of the Floor**

NONE

### **Board Concerns**

Jack stated that he is having surgery at the end of the month and will not be at the following meeting.

With there being no further business, the meeting adjourned at 2:06 p.m.

Respectfully Submitted,

Michelle McCaleb, Recorder