

**Capital Improvement Plan Committee
Thursday, October 20, 2022, 6:30 p.m.
Henniker Community Center**

Meeting Minutes

Committee Members Present: Tia Hooper, Chair; Heidi Aucoin; Rocky Bostrom; Bruce Trivellini,

Guests Present: Chazz Freeman, Rich Slager

Tia Hooper called the meeting to order at 6:30 p.m.

Chair Tia Hooper welcomed Rich Slager and Chazz Freeman to the meeting. Chazz Freeman advised that they were present so that Rich could learn more about the work of the Committee prior to meeting with the Committee in reference to the Wastewater Treatment Plant. Chair Tia Hooper then provided an overview of the Committee, its work, and how the data and information gathered is used for planning and the Committee's report.

Review of correspondence from Town Administrator and Department Heads:

The Committee reviewed an email from the Chief of Police in reference to his availability to meet with the Committee. responses from Department Heads on their availability to meet with the Committee. The Committee agreed to add Chief of Police Matthew French to the agenda on November 10, 2022. The Committee also received communication from the Transfer Station Superintendent asking what date would be best for his meeting. The Committee agreed that the Transfer Station Superintendent should be added to the October 27, 2022, meeting agenda. After reviewing the following departments have been scheduled for the following dates. Chair Tia Hooper will send emails to confirm their appointments.

October 27, 2022, 6:30 p.m.

Henniker Rescue, Chief Greg Aucoin
Henniker Transfer Station, Superintendent Marc Boisvert

November 10, 2022, 6:30 p.m.

Henniker Police, Chief Matthew French

November 17, 2022, 6:30 p.m.

Town Buildings/Offices, Town Administrator Diane Kendall
Wastewater Department, Head Operator Rich Slager

Action Item: *Tia Hooper to email department heads above to confirm the scheduled appointments with the CIP Committee.*

Chair Tia Hooper advised that the Committee is still waiting on information and a response from the Tucker Free Library and Henniker Highway Department. The Committee agreed that the Chair should send a reminder to the Library and the Highway Department on behalf of the Committee.

Review of updated data:

The Committee was provided with the information obtained from the Office of Finance, in reference to the Capital Reserve Expendable Trusts, and other special account balances. The Committee briefly reviewed the information and will conduct a more detailed review at the next meeting.

At the next meeting Rocky Bostrom will also provide a report out on his findings to the Committee, in reference to the current pricing and delivery times for Fire Trucks.

Approval October 13, 2022, CIP Meeting Minutes:

Bruce Trivellini made a motion to approve the minutes from the October 13, 2022, meeting of the CIP Committee. Heidi Aucoin seconded the motion. All were in favor, approved unanimously.

Voted: To Approve the Minutes from the October 13, 2022, CIP Committee Meeting.

Heidi Aucoin made a motion to adjourn at 7:08 p.m. Bruce Trivellini seconded the motion. All were in favor, approved unanimously.

Meeting adjourned at 7:08 p.m.

Next Meeting October 20, 2022, 6:30 p.m., Henniker Community Center