

TOWN OF TROY
CAPITAL IMPROVEMENT PLAN COMMITTEE MEETING
MONDAY, APRIL 22, 2024, 6:00 P.M.
TROY TOWN HALL

1 **Present:** Selectman TJ Chasse, Chairman Steve Obert, Jamie Hummel, Matt Meacham,
2 Town Administrator Jeremy Bourgeois

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4 Chairman Obert called the meeting to order at 6:08 p.m.

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6 **MARCH 27, 2024 MEETING MINUTES:**

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8 The Committee reviewed and signed the minutes from their March 27, 2024 meeting.

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10 **MOTION** to approve the March 27, 2024 CIP minutes as submitted, Matthew Meacham,
11 **SECOND** by Selectman Chasse. **VOTES: 4-0-0.**

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13 It was stated that Police Chief Ellis indicated wanting to be involved in the CIP process.
14 While he was not available for this meeting, the Committee agreed having a department head
15 involved would be a benefit for them and the Town. It was discussed that working with the
16 Police Department could be their first focus and sort of serve like a guinea pig for their
17 Committee's work.

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19 **REVIEW OF DRAFT MEMO TO DEPARTMENT HEADS:**

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21 The Committee reviewed the drafted memo to be sent out to Department Heads. The only
22 edit recommended was to remove any mention of additional capital items or new projects.
23 The Committee decided they would consider any additions should a department indicate a
24 valid need for one.

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26 **TOWN ASSET LIST REVIEW:**

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28 The Committee reviewed the most recent inventory list from an exported file via their
29 property and liability insurance carrier Primex. It was determined that the Committee will
30 need to ensure that replacement costs of items need to be updated annually and reflect any
31 market changes or inflation.

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33 Chairman Obert stated it would be helpful to have the asset list reorganized by department
34 for use during the Committee's work. He offered to edit the current spreadsheet by
35 departments and hopes to have that for review by the next meeting.

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37 **ASSET SHEET FOR DEPARTMENTS:**

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39 Chairman Obert shared a draft asset sheet that could be used for department heads to share
40 information regarding their capital items. He will edit the sheet into a Word document or
41 fillable PDF document for easier completion by departments.

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NEXT STEPS:

The Committee discussed focusing first on vehicles and equipment before moving to town buildings and infrastructure. Once these are completed they plan to take a look at Town roads. Selectman Chasse stated the Committee may want to consider IT infrastructure as part of their planning as well.

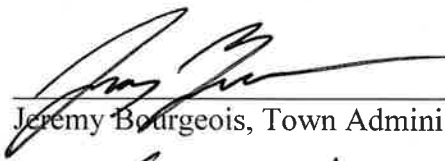
NEXT MEETING:

Monday, May 6, 2024 at 6 P.M. at the Troy Town Hall.

MOTION to adjourn the meeting, Jamie Hummel, **SECOND** by Matt Meacham. **VOTES: 4-0-0.**

The CIP committee meeting was adjourned at 7:10 p.m.

TROY CIP COMMITTEE:




Jeremy Bourgeois, Town Administrator



Selectman TJ Chasse



Steve Obert, Chairman



Jamie Hummel, Vice Chair



Matthew Meacham, Committee Member