

Capital Improvement Committee Meeting Minutes

Date: December 6, 2007

Time: 5:30 PM

Place: Selectmen's Meeting Room

Members in Attendance: Bruce Coombs, Tim Huber, Thomas Whiteley, William Kaleta and Nancy LaBombard

Others Present: Town Administrator, Diana Schindler

Minutes of the November 15, 2007 meeting accepted

Letters to be sent to department heads.

Policy Statement approved with revisions to the last paragraph.

Instruction Sheet for Capital Budget Requests and Definitions approved as is.

Capital Budget Requests from Department Heads should be returned by January 11, 2008.

Next meeting to be held on January 17, 2008 @ 5:30 PM

Meeting dissolved @ 6:30 PM

Nancy J. LaBombard, Clerk