

**CAPITAL IMPROVEMENT PLAN COMMITTEE
TOWN OF MADISON
December 4, 2025
MINUTES**

Members Present-Tia Gagnon –Chairman and Planning Committee Rep (REMOTELY), Sharon Schilling- ABC Rep, Joy Gray – Selectman’s Rep

Public Present: Nicole Nordlund- Selectman, Dave Swift-Fleet Manager, DPW

Members Excused- None

Others Present-MadTV Videographers Aysia Wellinghurst

Where and When Posted-Town Hall upper and Lower bulletin boards and Madison and Silver Lake Post Offices, Madison Library, Madison Website, and on Madison Facebook pages.

Meeting Called to Order- By Schilling at 9:42 am, members present in the room constitute a quorum.

Welcome and Introductions were made by Schilling,

Pledge of Allegiance- Schilling led those in attendance in reciting the Pledge.

Remote Attendance: A motion was made by Schilling and seconded by Gray to allow Gagnon to participate via phone. Approval vote unanimous. Gagnon was questioned regarding the reason for nonattendance; medical reasons. Gagnon indicated there is no one else in the room. All votes will be taken as Roll Call votes.

Approval of Minutes-Motion by Schilling, seconded by Gray to approve the minutes of November 20, 2025. Vote by roll call was unanimous for approval.

Public Comment: Selectman Nordlund expressed concerns all related to the DPW's working vehicles and the projected replacement dates. Was wondering if there is a software program that includes labor and benefits plus all resources (salt, sand), maintenance on machines and cost of the actual machine to create a cost per mile to get an annual cost to the taxpayer to maintain roads or at least to maintain/grade dirt roads and contracting out the rest. The overall goal is to get a cost per mile to maintain the 26 miles of dirt roads and a cost per mile for maintaining the paved roads.

Update from Gray regarding Purchasing Policy: the town purchasing policy was modified in August of 2022. There were two mods – one raised the cost for permission from \$500.00 to \$1000.00. The committee discussed how this relates to the CIP? Is there a connection? The discussion turned to identifying the original Warrant Article that originally constituted the first CIP under the Planning Board. Gagnon will check with the Land Use Administrator for historical documents. Gray will look at and update the original CIP “charter”. The committee then reviewed the Purchasing Policy and made updates and edits in line with RSA 31:95b to prevent emergency procurements. We need to define what constitutes an emergency procurement.

Capital Expenditure Form: updated the timeline and adding info regarding grants and timeline for submitting CIP proposals.

Disposal Policy: This committee was given the responsibility to create a disposal of municipal property policy. The Board of Selectmen will need to approve and decommission/disposal of town resources and approve the sale. It should be posted for sale on three sites and set a minimum threshold as appropriate. Questions that came up included: where does the money go? We believe into the General Government fund, but can Selectmen “ earmark” intentions or do a Warrant Article that is generic enough to allow the received funds to go to an ETF?

Roads: DPW went to the Selectboard with a plan for the roads for the next two years. Will use three separate Warrant Articles for a total of \$420,000. The next year however (2027) they would be looking for a \$1.5M Bond with \$300,000 in

interest for Carved in Bark and East Shore Drive road repairs. This bond was undefined and little detail was presented. DPW Director indicated that he was no longer going to update the Road CIP since it is too hard to do. There was a motion by Gagnon, seconded by Schilling to recommend to the Board of Selectmen they keep the Road CIP. Motion was unanimously approved via Roll Call vote.

For the DPW Director, the committee requests written explanation regarding the \$420,000 and we need more info on the \$1.5M including how many miles of roads would this money be used for?

Major Renovation Projects: Gray indicated that at the last Selectmen's meeting, the subject of space allocation for the Police Department and relocating MadTV out of the DPW garage was mentioned. Nordlund is looking for grants for elevator installation which would allow the town to make use of the upper levels of Town Hall. Police need updates that would include a proper evidence room, an Interview Room, better office space and a proper armory, etc. MadTV could split part of the current conference room, and it would provide a safe place to store equipment and a safe place to work.

The Little Red Schoolhouse anticipated Warrant Article was discussed. It is a municipal building and there would be a need for a detailed plan especially if an additional \$25,000 was being requested to add to the current \$50,000 that is in the ETF.

Fire/Emergency updates: Chief Brooks was unable to attend the meeting as he is required to stay up in the office as Becky is on vacation on Thursdays for the rest of the year. We were looking for info regarding the projected request to purchase an ambulance and that there were lots of blanks on the purchase portion of the Fire spreadsheet. Additionally, Chief Brooks is interested in doing a fire station upgrade/expansion in 2030 using a \$1.0M Bond, but there is no additional information or details. Once the policy's are updated we would need to follow up with Chief to recommend the start a feasibility study now. A feasibility study should be built into the Policy in the form of an Evaluation of Municipal Buildings.

The committee discussed finalizing the current CIP input and making a list of recommendations to include dollar figures. Gray will update the CIP and we will review at the December 18th meeting. Sloane has updated Library info for Grays inclusion.

Schilling asked where the Selectmen stand with regard to the idea of pairing with the school to have the same company conduct an evaluation inspection in conjunction with the schools.

Action Items: Gray to look up old town reports regarding CIP's to look to see if we want to model our report after those reports.

Administration: None

Adjournment and Next Meeting: There being no further business, Gagnon motioned and Schilling seconded to adjourn. Roll Call vote approved unanimously at 1:21. Next meeting is December 18th at 9:30 am in the lower level of Town Hall.

Respectfully submitted,
Sharon Schilling