

**CAPITAL IMPROVEMENT PLAN COMMITTEE**  
**TOWN OF MADISON**  
**December 18, 2025**  
**MINUTES**

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

**Public Present:** Heather Sherwood, SAU 13 Business Administrator

**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 Madison Facebook pages.

**Meeting Called to Order-** By Schilling at 11:43 am, members present in the room constitute a quorum.

**Welcome and Introductions** were made by Gagnon.

**Pledge of Allegiance-** Gagnon led those in attendance in reciting the Pledge.

**Approval of Minutes-**Motion by Gray, seconded by Gagnon to approve the minutes of December 4, 2025 with minor edits. Vote was unanimous for approval.

**Public Comment:** None

**New Business:** Madison Elementary School CIP. Sherwood provided a review of the MES CIP. She indicated that the building and grounds committee would be meeting on Monday to update the CIP. Sherwood indicated that they work to level fund capital expenditures over 10 years in order to make it predictable. The playground upgrades were not on the CIP and it is something that is being looked

at. The second generator was on the CIP but have discovered that it is not needed as a new power run can be done to power that half of the building, especially the communications, and attach it to the existing generator with no power degradation. So, the second generator becomes a desire versus a need. Discussed Alpha Group and the status of the possible contract with them. Sherwood indicated that they give you a solid assessment of all your buildings, infrastructure etc. She discussed the process they use; using a cost increased for inflation or quotes to estimate costs, etc. Each town; Freedom, Madison, and Tamworth would each contribute for a total of \$13,000, but Sherwood feels Freedom and Tamworth would not participate for various reasons. There is no deadline to decide, and it was commented that they should invite Eidelweiss to participate. Sherwood discussed having reached out to Capital Management but the quote they got was two times what Alpha quoted. Sherwood had wanted to look for and get quotes from companies that would not be doing any of the work and would have no stake in the results. Gray will pursue with Selectman Boewe to get this put on the Board of Selectmen agenda in January. A software discussion then started with Sherwood indicating that Alpha recommends using a software program to capture all the info going forward for maintenance and predictability. On this years CIP is flooring/carpeting. The carpeting in the office is carpet squares and they would only need to replace the bad squares. The kitchen has the old 8"x8" tile squares. Replacing it would mean the kitchen would be unusable during the process. Nothing in the office requires replacement, it's the Library, LED Lighting and Sherwood is checking on the status of that. There was then a discussion regarding solar for the school. Gray will provide the names of the members of the town ad hoc energy committee to Sherwood.

The Mold issue that was remediated via a Bond still has a number of years left to pay on the Bond.

**Gagnon update:** CIP Report: Gagnon has a previous copy of a CIP Report from 2006-2011. She got it from Heather Woodward. It's a very thorough report and we can aspire to something like it going forward but not this first year. She received nothing from Fire/Emergency Management regarding holes in the CIP info for those departments.

Gagnon drafted a letter to the Select board and recommendations regarding the CIP. Need to take it home and review it for the meeting in January. Also, review the Capital Improvement Recommendations sheet and the Capital Expenditure Review Policy. The committee discussed the policy and procedure, and Gray will

make updates that include: submitting the form to the Capital Improvement Committee (CIC) who will review and make recommendation to the Board of Selectmen. The Selectmen will take it under advisement and notify the requester and the CIC of their decision.

Schilling requested to know if Gray had received the additional pictures from DPW to update the Fleet Report? Gray indicated that she did not and would reach out to Dave Swift and have them for next meeting.

Gray discussed the Purchasing Policy and Procedures. Motion by Schilling, seconded by Gagnon to submit as drafted the updated policy to the Select board for approval. Unanimously approved.

**CIP line discussion:** Line 11: Dump body/Plow expense: it does not appear that there were sealed bids, just obtained quotes which due to the size of the expense does not follow the existing Purchase Policy. Gray to check if there is a sealed bid policy/procedure. Discussed use of unreserved fund balance for end of year obligations versus budgeting for items.

Line 22: involves purchasing an ambulance. Rational is that it would restore capability that was lost when the ambulance contract took over. Contract is approximately \$120,000/year and we would keep the contract and use this ambulance as a backup. There would be a \$40,000 offset from the sale of the 2005 GMC (4 Engine 1). No additional data regarding personnel costs, training, recurring costs etc available.

Line 28: If no replacement ambulance is purchased would the town still sell the 2005 GMC?

Line 37: Portable Radio's: \$30,000- what is the need for these? Chief indicated he could seek a grant. Move these to 2027 and look for a grant.

Line 78: 2006 Kawasaki-moved to 2027. Where is the documentation to justify replacement.

Town Hall front porch and lower level; talk to Library and find out where they got their grant from and is there more opportunity there.

Line 38: 4 Engine 2: the Town could submit another Green Fleet Grant request.

Line 42: Ballfield Lights: what/where is the justification for needing to put lights up on the ballfield? The CIC does not see this as a priority and doesn't recommend it.

Line 44: Silver Lake Dam Repairs: the ETF has \$78,000 in it, \$66,000 was added. Looked at 2025 Town Report – find the study. Don't believe this is enough money and there will be more money requested next year. Gray to request info from Adam regarding the status of this.

Line 53: Library; still evaluating where/how to put a second entrance in the lower level.

Line 55: Police Dept: Start an ETF to replace vehicles since they are planning to replace around every seven years. Seed it with \$25,000.

**Administration:** None

**Adjournment and Next Meeting:** There being no further business, Gray motioned and Gagnon seconded to adjourn. Approved unanimously at 3:45. Next meeting is December 18th at 9:30 am in the lower level of Town Hall.

Respectfully submitted,  
Sharon Schilling