

CIP Committee
DRAFT Minutes
Wednesday, February 19, 2014
6:30 pm

Meeting called to order at 6:36 pm in the Fire Station Conference Room

Present: Anne Abear, Steve Felton, Susan MacLeod, Norm De Wolfe

Absent with notice: Jeanette Stewart; w/o Mark Scarano,

1. Minutes of January 22, 2014: Anne motioned to approve as written; Norm seconded; All in favor

2. Implementation of Master Plan: Susan reviewed the most current priority table and there are no recommendations that are a capital expense. (See attached)

3. Draft letters to departments: Well-written by Anne, changes were: to add SAU; reword to say CIP is reviewing last year's project submissions and looking to update with any cost changes, new projects, wrap-up of previous projects, and what did or didn't get funded by warrants. Letter and Interoffice memo with meeting schedule will go out to Town Administrator, SAU (superintendent, cc to Asst. Super. and principal), and utilities (Steve will contact Dave Sircle) prior to March 19 meeting. At that meeting, a copy of the spreadsheet and new project worksheets will be distributed with explanation of this year's process. SAU added to April 16 CIP meeting.

4. 2014 Project Worksheets: Committee revised worksheet to streamline. See attached. Steve working on setting it up to flow into spreadsheet. Anne mentioned need to have administration push the process for full cooperation. discussion on oversight led to adding governing body (BOS, Commissioners, Library Trustees) to sign off on all worksheets prior to submission to CIP.

5. Other: Follow-up on Economic Development Committee. Susan distributed draft rules for set up of a committee for input (see attached). It is a work-in-progress with goal to have a presentation ready for April BOS meeting. Discussion on getting a list of all committees/boards of town and organizations to establish communication, understand whose doing what, and coordinate of efforts.

Next Meeting: Wednesday, March 19 at 6:30 at the Fire Station

8: 27 pm: Motion to adjourn by Anne; Norm seconded; all in favor.

Notes by Susan MacLeod