

CIP Committee
Draft Minutes
Wednesday, December 9, 2015
6:30 pm

Meeting called to order at 6:30 pm in the Water & Sewer Office

Present: Steve Felton, Susan MacLeod, David Toth; Absent: Ingrid Heidenreich
Fran Newton

Financial Forum Presentation: Schedule: Dates to consider: SAU final budget hearing is Jan. 13; Budget Committee hearing is Jan. 14; Deliberative Session is Jan. 30; Candidates' night is in mid-February; Voting on March 8. Decided: Thursday, February 25 at 6:30, (School cafeteria?) with snow day of Monday, Feb. 29. It was noted that AEDC meeting is Feb. 29, so if that date is needed, Susan suggested that the AEDC join the forum.

Name: "Financial Forum" sounds dry and technical. In expanding the idea to cover explanations of warrant articles and scheduling it closer to voting day, "Voters' Readiness Forum" was decided on. It should work in conjunction with the "Voters' Guide" that is published by the Town.

Budget Committee participation: No response from Chair David Ruell. Norm DeWolfe would be the best choice as he is very familiar with the BOS budget and has also attended all Budget Committee meetings.

Points to make: Use graphics to convey concepts and objectives and not load with detailed numbers. Maybe use a flowchart to illustrate the progress of the Capital Improvements Plan from what existed 5 years ago (no plan or reserves) to what is now being presented. That would lead into the warrant articles. Budget Committee rep would cover operating budget. BOS proposed budget is less than a default would be. It was suggested to include Steve Heath in presenting information about the fire engine. The FD Apparatus Committee has submitted a final cost for the warrant for the engine. They did a thorough job in researching the best price and worked on specifications to get the engine that would be best suited for fitting into the department's needs to serve this community and region. That information could be distributed. The Water & Sewer Dept. will make a brief presentation to explain their warrant article and budget. Dave mentioned that the next W&S newsletter will focus on their budget and "planning for the future".

One disclaimer for the CIP is that it is not complete – still no plan and numbers from DPW included.

Dave has also created a draft presentation on Household Budget and how it parallels a Municipal Budget. It was agreed it was very good and he will work on a narrative for next meeting.

Materials: Handouts with numbers, the White Paper, and a FAQ will be made available at the forum and online. It was discussed to have the Powerpoint presentations include a recorded narration that could be posted online. Susan volunteered Iain with his "radio voice" to narrate.

Next Steps: Complete outline of presentation; work on FAQs for CIP and fire equipment and on warrant explanations; meet with Norm in January to integrate his presentation material; do a dry run with audience for feedback and timing.

Next Meeting: Tuesday, December 29, 2015, 6:30 pm at the Water & Sewer Office, Collins St.

7:25 pm: Motion to adjourn, all in favor.