

CIP Committee  
DRAFT Minutes  
Wednesday, November 20, 2013  
6:30 pm

Meeting called to order at 6:45 pm in the Fire Station Conference Room

Present: Steve Felton, Susan MacLeod, Mark Scarano, Jeanette Stewart, Norm De Wolfe  
Absent with notice: Anne Abear

**1. Minutes of October 22, 2013:** Steve motioned to accept as written; Jeanette seconded; approved 3 in favor/1 abstention.

**2. Review Information still outstanding:** CIP committee will continue to work with departments to get this process established, especially with departments still needing to provide more detailed information.

**3. Changes to CIP Recommendations:** Some departments have changed plans since providing information to the CIP committee and have written warrant articles not following recommendations. These individual department changes don't take the total financial plan into account. These changes need to be referred back to CIP before the budget is set. The BOS should do this when reviewing the submitted warrant articles.

**4. The 10-year operating budget history and 10-year projection:** Working with the history Anne provided, Steve created a spreadsheet of the past 10 years and used a 2% annual increase to project the next 10. Included is the operating budget, the Capital Improvements, county estimate (based on 3.5% annual increase). Other factors that can change over time are what the utilities, SAU, what the Budget Committee and BOS and departments determine are needed and all these total how much is going to be spent. Next is to project the revenues and identify sources of funds. Using this spreadsheet to identify trends will help CIP and Budget Committee focus on long-term when making decisions. The template spreadsheet is set up to be able to change percentages (inflation, re-evaluations, interest rates, etc.) and other values to see the impact on all the numbers. Warrant articles for reserve funds submitted can then have an explanation of why they are needed, and their impact in future budgets. **Steve will work on clarifying numbers in the history and update the spreadsheet for distribution.**

**5. Financial Forum 2:** Tentative: Monday, Dec. 9 or 16 at 7 pm in the school cafeteria -- **Steve will check with school on the availability and email confirmation.** The CIP process will be the main topic, with the Budget Committee updating their work. Maximizing publicity for greater attendance using ad on Public Access TV (filming meeting, committee agreed to cover cost), try to get story/interview in *Record Enterprise* and/or *Daily Sun* as well as calendar listings; print flyers and post prominently on the website. All departments, boards, commissioners will be invited.

**6. Other:** Mark initiated checking the updates to the budget from the BOS and the CIP recommendations for line items: In General Gov't. \$57,364 for windows, carpet, and AC (CIP had \$65,164; \$7,800 for lighting was dropped from budget); DPW: \$13,000 baler for transfer station in budget; P&R dept \$22,375 paving not in budget. CIP warrant recommendations: Fire Dept. warrant is for \$50,000 (rather than \$82,000); DPW: \$54,000 for large equipment not submitted; \$34,000 for PU truck with plow is; \$47,000 lease purchase (\$9,000 first year payment) submitted for mini-loader to replace skid steer and forklift in lieu of \$25,000 forklift originally recommended. Police Dept. split \$50,000 2015 recommendation into \$25,000 for 2014 and 2015. CIP spreadsheet will be adjusted to reflect new numbers. NOTE: Next year CIP Committee should have a budget line.

**7. Next Meeting:** Financial forum to be confirmed

8: 24 pm: Motion to adjourn by Mark, Jeanette seconded, all in favor.

Notes by Susan MacLeod