

Capital Improvement Project Committee

November 27, 2023 @ 4:30 – 6:00 PM, Town Hall Building, Planning, and Zoning Office

Attendees:

Jeff Smith
Karen Moss
Sue Coppeta
Karen McFadden
Treg Ogborn

Action Items Captured: (Possible Agenda Items)

- Create a draft spreadsheet for capital improvement data collection.
- Finalize the interview template and socialize the draft
- Confirm department liaison assignments and plan for department interviews (Thea)
- Investigate options for a central repository for committee documents.

Motions

- Karen McFadden moves to nominate Karen Moss for co-chair of the committee
 - Jeff Smith Seconds
 - All in Favor, None Opposed

Discussion / Interview with John Apple, Town Manager

- The committee discussed the process for interviewing department heads and creating a template for the interviews.
- It was decided to refer to department heads by their specific titles for clarity.
- The committee plans to create teams consisting of one writer and one listener to visit departments and gather information.

- The goal is to have a common set of questions for all department heads to facilitate data merging.
- The committee aims to provide the interview questions ahead of time to the department heads.
- Not all department heads will have a wish list for the committee to review
- The committee discussed the roles of liaisons and the process for collecting data from various departments.
- The idea is to start with a friendly audience to test the interview process.
- The committee will collect data on ongoing and planned Capital Improvement Projects, funding sources, project stages, and facility ownership.
- The committee discussed the management of technology and communication equipment, including software packages and service providers.
- It was noted that the library has a separate agreement with the IT service provider.

Capital Improvement Definitions and Criteria

- The committee discussed the need to define what constitutes a Capital Improvement Project and the criteria for ranking them.
- The committee agreed to establish a capital expenditures threshold of \$10,000 for durable goods with a 3 year useful life

Spreadsheet Creation and Management

- The committee discussed creating a spreadsheet to list and categorize capital improvement needs.
- It was decided that one person would create the spreadsheet to ensure consistency.

Future Planning and Land Use

- The committee discussed the importance of considering future needs and plans for undeveloped town land

Review of Past Capital Spending

- The committee expressed interest in reviewing past capital spending to establish a baseline for future planning.

Closing Remarks

- Jeff thanked the attendees for their participation and input.
- The committee discussed the need for a central repository for documents and the management of the spreadsheet.

Next Meeting: Tuesday, December 12th at 5:30 PM for 60 minutes