

Capital Improvement Project Committee

January 9, 2024 @ 5:00 – 6:30 PM, Town Hall Building, Solicitor's Meeting Room

Attendees:

Jeff Smith
Sue Coppeta
Karen McFadden
Kerri Wetherbee

Action Items Captured: (Possible Agenda Items)

- Action: CIP Members to schedule meetings with assigned department heads.
- Action: Begin department head interviews and capital needs data collection in January with the goal of completing all interviews by March 31 2024.
- Action: Jeff to send everyone finalized Introduction/interview letter.
- Action: Jeff to send January 9 meeting minutes draft for CIP team review.

Motions

- Jeff Smith moves to accept 12/12/2023 meeting minutes as amended
 - Karen McFadden Seconds
 - All in Favor, None Opposed

NEW Business

- Jeff announced a new CIP team member – Gene Rizzo - who will replace the departing Thea Valvanis.

Introduction Letter

- Revisions were incorporated and finalized.

Team Member Department interview Assignments

• Name	• Department	• Department	• Department
• Treg	• IT	• Police	• TV
• Sue	• Public Works/ MS4	• Cemetery	• Conservation
• Karen M.	• Library	• Elections	• Town clerk/tax
• Jeff	• Police	• Historical	•
• Karen MC.	• Fire	• Energy	• Town Admin.
• Kerri	• Recreation	• Elder Serv	• Community Ctr.
• Gene	• TV?	• IT?	•
•	•	•	•

Team Discussion

- It was noted that department interviews will occur in addition to regular scheduled meetings.
- Extended discussion on “facilities”. It was decided for now to interview Dept. heads and /collect Capital data first. Once done we will interview Mr. Boyle for cross department view and input.
- Strong concern expressed about ownership and adoption of the CIP by the selectman committee. Will all the work be for naught?

Parking lot items

- What is the scope of the scope of the committee (From Oct 26)
- What is the adoption process (from Oct 26)
- Standard operating procedure needed for CIP process (see binder in selectman meeting room for examples. (from Dec 12)

Meeting Scheduling and Conflicts

- Sue C. to miss next meeting.

Meeting Adjourned 6:00 PM

Next Meeting: Thursday, February 22, 2024 6:00-7:30pm

DRAFT