

CIP COMMITTEE MINUTES

July 5, 2023

Members present: Dave Cedarholm, Pat Barbour, Katrin Kasper, Brian Cisneros

Others present: Emily Woodall

Call meeting to order at 7:03pm.

No minutes approved.

Mr. Cedarholm suggests a single page form per item with information included with project year, cost, description, department, and a breakdown of financing. Showed an example from Durham CIP

Great deal of discussion related to how to go forward using the FPT. Decision to gain access to a live version of the Financial Planning Tool and take items focused on CIP. Create a CIP spreadsheet.

Mr. Cisneros will build out the spreadsheet and request template over the next month. Ms. Barbour will assist with that project.

Ms. Kasper suggests CIP committee enter in information we currently have for Dept Heads on each request form then have them review and update to make the transition simpler and use less of the Dept Heads time.

Ms. Woodall asked about the library. Where do repairs and maintenance to the library show up in the town budget? Could we come up with a very specific definition of each item so that everyone knows who is responsible for what repair? What about CIP items? Suggestion to make a list of each item with trustees, then DPW, then Select Board for a final decision. Once items are decided upon then they can be entered into the correct category in the CIP. Mr. Cedarholm suggests we can just move to the CIP regardless of who is responsible. Agreed as long as an update is made once ownership is determined.

Invite Steve next CIP meeting to discuss his list of items and how we can assist.

Next meeting dates: August 9th and August 23rd at 7pm

Meeting adjourned at 8:17pm.