

CIP Committee
Draft Minutes
Wednesday, January 21, 2015
6:30 pm

Meeting called to order at 6:30 pm in the Fire Station Conference Room

Present: Steve Felton, Ingrid Heidenreich, Susan MacLeod, David Toth; Absent: Kendall Hughes
Also present: Norm DeWolfe, Fran Newton

- 1. Approval of November 20, 2014 Minutes:** Motion by Steve to approve as written; seconded by Susan. 3 in favor; 1 abstention.
- 2. Review of Bylaws Draft:** Draft based on modified Planning Board Bylaws, discussion on *Members*: the warrant article to form the CIP Committee did not specify number of members or term length. Most all terms are three years, with the initial set-up requiring one year terms for some members to stagger renewal years. This current committee has staggered renewals based on time appointed. *Officers*: Committee election of officers on other boards is in April to coincide with after-election appointments. This committee's work starts in January. *Meetings*: Since there is not a specified number of members (5-7 a reasonable assumption), quorum could not be a set number. Absenteeism also discussed. DECIDED: Three year terms starting in January, with officers elected in January, even though the Selectman and Planning Board member(s) may change in April; No alternates necessary, all regular voting members; Quorum was defined as a majority of members; Wording was added to include that missing more than three meetings in a calendar year was grounds for dismissal. Dave will update the draft and distribute to vote on at next meeting. **Current members terms: Steve Felton 2012-2015; Susan MacLeod 2013-2016; Dave Toth, Ingrid Heidenreich and Kendall Hughes 2014-2017**
- 3. 2015 Calendar:** Updated from 2014 for scheduling department heads with Emergency Management added to Fire Department dates. Motion by Ingrid to approve schedule with amendment; seconded by Steve. All in favor. It will be emailed out to Town Administrator and all department heads with a cover letter with specific requests from each. Ingrid suggested we continue having members assigned to departments as the main contact.
- 4. 2015 CIP:**
 - a. Committee role at the SB2 Deliberative Session:** As an advisory committee, should only speak when asked to address specific questions with the Chair as spokesman.
 - b. Election Impacts to CIP:** After March 10th vote, adjustments will have to be made to the 10-year spreadsheet at our March 18 meeting.
 - c. to g. Information still needed to more accurately formulate 10-year plan:** DPW equipment replacement schedule (building needs?) and road work schedule; forecast of needs for town buildings in the next ten years (roofs?); dredge & fill and other costs for the beach (wall and buildings?). Water and Sewer is making progress on identifying capital needs and timelines. It would be helpful to develop a template spreadsheet for all equipment that includes age, life-span, cost, etc. to establish a replacement schedule. The SAU has provided an updated spreadsheet to review.
 - h. Review existing spreadsheets and methodology for making projections:** Projections should show how long-term debt reduces when following the plan. Dave will continue to work on how to flow worksheet information into the spreadsheet. Ingrid made a few suggestions on how to make the worksheet more readable without making it yet another new form to learn. We will review the form at next meeting.
 - i. Review CIP Handbook:** Discussion on suggested step to collect the previous ten year's financial information. The premise for ten years worth is for anticipating needs for economic growth and the establishment of impact fees and other measures that do not apply at this time. Steve has done the previous five for the historical perspective in the Jan. 8th presentation and that is sufficient to work with. Another focus is to clearly distinguish operating from capital needs; right now all capital needs are warrant articles that if approved, will roll into the operating budget.
 - j. Improving Communication with Department Heads, Select Board and Budget Committee:** As an ongoing process, every time there is new information within a department, it should be brought to the CIP. The Town Administrator (TA) and BOS should emphasize the importance of this and encourage department heads to follow through. The TA will be invited to a meeting to discuss this.

- Other:**
1. Economic Development Committee meeting on Monday, January 26 at 6:30, Fire Station with guest Glenn Coppelman to discuss federal EDA grant process and opportunities.
 2. Positive feedback on the Financial Forum; it is on public access TV and hopefully being watched.
 3. Dave will update all email addresses for the committee.

Next Meeting: Wednesday, February 18, 2015, 6:30 pm at the Fire Station.

7:45 pm: Motion to Adjourn by Ingrid; Second by Steve; All in favor.

Notes by Susan MacLeod