

DRAFT

CIP Committee

Regular Meeting

Minutes

September 21, 2023 – 7:30AM

Attendance: Charles Kelsey, Paul Vance, Bill Helm, David Royle, Paul Gorman, Tim Paradis (electronically)

Others Present: Adam Ricker

1. **Call to Order** – The meeting was opened at 7:35am

Adam Ricker suggested starting with a review of the narrative/summary document that accompanies the CIP spreadsheet when it is presented to the Board of Selectmen. Charles Kelsey asked for an overview of how the narrative has historically been written and what the intended use of all the documents is. He offered his perspective, as a new member of the Budget and CIP Committees, on how the information could be presented in a more informative way for the public. There was a conversation around how a capital expenditure is defined on a statutory level, as well as on a local level, and what other resources are available for explaining the program overall.

The committee went through each department summary to consider changes to the sections. Several changes were agreed upon including:

- Clarification of the Water Precinct as an independent entity
- The addition of a section titled Planning Board for recommended projects related to the Master Plan that may not fall within a specific department.
- Providing additional context from Department Heads that could give the public more insight into year-to-year changes.

The committee reviewed the CIP spreadsheet for accuracy and reviewed how the information was organized. There was a conversation around which information would be uploaded at what time, and in what form. Mr. Ricker covered the timeline required for a Public Hearing Notice and the schedule of upcoming Planning Board meetings.

IT WAS MOVED (Bill Helm) AND SECONDED (Paul Vance) to move the CIP document forward to the Planning Board. THE MOTION WAS APPROVED UNANIMOUSLY. (Helm, Vance, Royle, Kelsey)

2. **Future Meeting Dates:** *Tentative, if needed:* Thursday, September 28 at 7:30AM

The meeting adjourned at 9:00AM

Respectfully Submitted,

Cara Leone