

## 11/14/23 CIP Committee Meeting Minutes

Approved as amended 12/12/2023

Present: Tim Dabrieo (BOS), Megan Sebasco (School Board), Robert Kelly (Budget Committee), Charlene Andersen (Planning Board), Maureen Campaiola (Public Member), Eugene Reed (Public Member)

Absent: Ellen White (Town Administrator)

Public Attendance: Charlotte Fyfe

Meeting called to order at 5:30

Discussed chair of committee. In the past there has not been a chair, per se, but the meetings were driven by the town administrator. They ask department heads for requests and submit them to the committee on the formal CIP request form.

Charlene mentioned that the Planning Board is updating the Master Plan chapter by chapter. There was discussion about the facilities improvement report that was presented to the BOS and how to incorporate that into the CIP. It was decided that that would be included as a footnote in the narrative for the town report but most of the items in that report need to be prioritized, estimated costs and timelines need to be developed by the departments and BOS and then incorporated into the CIP for 2025 and beyond.

Charlotte Fyfe asked to speak about the Facilities Report, briefly. She expressed interest in volunteering on the CIP this year as well, as a member of the public, given her participation in the preparation of the report. The committee agreed that would be a great idea.

There was discussion about the use of impact fees for capital improvements.

The committee will ask Ellen White to ask department heads for additional CIP requests and get them to the committee by December 4<sup>th</sup> to review prior to next meeting which was set for 5:30 pm on December 12<sup>th</sup>.

Minutes submitted by Timothy Dabrieo