

Capital Improvement Project Committee

November 14, 2023 @ 5:00 – 6:30 PM, Town Hall Building, Planning, and Zoning Office

Attendees:

Jeff Smith
Sue Coppeta
Treg Ogborn
Kerri Wetherbee
Karen Moss

Review of meeting minutes:

- Minor revisions made to minutes to better reflect the content of the 10/26/2023 meeting
- Motion to Accept Meeting Minutes
 - Mover: Sue Coppeta, Second: Jeff Smith
 - In Favor: All
 - Opposed: None
 - Motion Passed

Background Discussion on Town Finances:

- Discussed the importance of being informed about the town's financial situation, including operational funds and planned capital expenditures for committee baseline
- Discussed difference between budget item and warrant articles, implications of each and how these decisions are made
- Committee discussed defining capital expenditures, values, and categories, which remain unresolved at the time
- There was a consensus that a comprehensive capital spending plan for the town is needed, which would include all departments on one spreadsheet.

- Sue volunteered Karen McFadden for this task, final assignment TBD

New Business:

- Suggestion to create an SOP for the committee made by Sue Coppeta, no action defined at this time

Department Liaisons:

- Decision was made to interview John Apple first, using the conversation as a dry run to standardize, to the extent possible, future liaison discussions by individual board members
- Committee made the following assignments, not all members were present so confirmation is necessary in a future meeting:
 - Karen Moss: Library
 - Sue Coppeta: Public Works (Highway & Cemetery)
 - Karen Moss: Town Clerk / Elections
 - Treg Ogborn: Technology
 - Jeff Smith & Treg Ogborn: Police Department
 - Karen McFadden & Thea Valvanis: Fire Department (Need Confirmation)
 - Kerri Wetherbee: Recreation and Elder Services

Next Meeting: Monday, November 27, 2023 @ 4:30 PM for 90 minutes