

CIPC Meeting Minutes for September 21, 2011

Meeting started at 7:30 p.m. CIPC attendees: Ted Fedynyshyn, Pascal Cleve, Matt Tisdale, Tom Travers, Eric Greece, Jose Garcia-Meitin and Andrea Terkelsen.

Not in attendance: Larry Rowe and Maryanne Bilodeau.

1. Approval of prior meeting Minutes
 - a. Motion to approve; seconded; unanimous approval
2. Elections for Chairman and Clerk positions for upcoming year
 - a. Motion to nominate Ted Fedynyshyn for Chairman; seconded; unanimous approval
 - b. Motion to nominate Matt Tisdale for Clerk; seconded; five (5) in favor, one (1) abstaining
3. Discussion of Project Completion Report Forms for FY 2011 and Meeting Schedule
 - a. Discussion of time line; reports to be due back to CIPC 10/14/11
 - b. Next Meeting 10/19/11
 - c. Meeting to discuss liaison reports: 11/30/11
 - d. Public Hearings: 12/14/11 and 12/15/11
 - e. Deliberation Meeting: 1/4/12
4. Department Liaison Assignments
 - a. DPW: Eric Greece and Matt Tisdale
 - b. Fire, Police & Technology: Ted Fedynyshyn and Pascal Cleve
 - c. Building, Library, Selectmen & Other: Tom Travers, Jose Garcia-Meitin and Larry Rowe
5. Discussion of Five Year Plan for Capital Items
 - a. Liaisons should interface with department heads
 - b. Discussion of what end result/product should be
 - i. Possible addition of narrative components to approved plan/budget
 - ii Possibly utilize same type of prioritization as in annual review but for five year forecast of capital spending
 - c. Brief discussion of role of CIPC
4. Request that Andrea Terkelsen to provide list of unspent/unused project funding
5. Motion to adjourn; seconded; unanimous approval