

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
September 21, 2021
7:05 PM – 8:50 PM
VIA Zoom

Present: Jamie Gossels, Susan Asbedian-Ciaffi, Matt Dallas, Will Kunkle Note: Tom Travers arrived at 7:20 and Michael Cooper arrived 7:25

Absent: Sue Abrams

Also Present: William Barletta (Director of Facilities), Jennifer Roberts and Janie Dretler (Select Board members)

Chairman Asbedian-Ciaffi, following acknowledgement of a quorum, called the meeting to order at 7:05PM.

Vote taken to call the meeting to order:

Dallas: Aye Kunkle: Aye Asbedian-Ciaffi: Aye Gossels: Aye

Item 1: Approval of Minutes of August 30, 2021 Minutes.

Minutes of the August 30, 2021 meeting will be approved at the next future meeting. Comments to the draft minutes were still being addressed by the committee's Clerk.

Item 2: Review of Memo to Select Board regarding DLS report and Financial Policies Manual

The CIAC's draft memo to the Select Board regarding the DLS report and Financial Policies Manual was reviewed and committee members provided input and comments. The draft memo was edited in real time during the meeting until a final draft was agreed upon.

Vote:

Motion by Jamie Gossels, seconded by Tom Travers: Move to recommend that we submit the memo as approved to the Select Board and the Financial Policy Committee.

Dallas: Aye Kunkle: Aye Asbedian-Ciaffi: Aye Gossels: Aye Travers: Aye
Cooper: Aye

Item 3: New Business

Bill Barletta is making progress on a new 'Capital Request Form' to replace the 'Form A' that was previously used for departments to request capital expenditures. Bill would like to go over the new document with the CIAC prior to the start of the CIAC's review of capital projects. Bill will reach out for possible dates at a later time.

Motion to adjourn at 8:50 by Jamie Gossels, seconded by Tom Travers

Dallas: Aye Kunkle: Aye Asbedian-Ciaffi: Aye Gossels: Aye Travers: Aye
Cooper: Aye

Respectfully submitted,
Will Kunkle