

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
August 15, 2023
7:04 PM – 8:59 PM
Via Zoom

Committee Members Present: Susan Asbedian-Ciaffi, Chair (SAC); Matt Dallas, Vice-Chair (MD); Peter Iovanella (PI); Lisa Saklad (LS); Tom Travers (TT)

Others Present: Sandra Duran, Combined Facilities Director; Richard Winer, Panelist; Ark Pang, Panelist (joined at 7:50 PM)

Chairman Susan Asbedian-Ciaffi, following confirmation of a quorum, called the meeting to order at 7:04PM.

Vote taken to call the meeting to order:

SAC: Aye MD: Aye LS: Aye TT: Aye PI: Aye

Item 1: Approval of minutes from March 8, 2023.

Motion to approve the minutes of the March 8, 2023 CIAC meeting by Tom Travers, seconded by Lisa Saklad.

TT: Aye LS: Aye MD: Aye PI: Aye SAC: Aye

Item 2: Fall Town Meeting

Discussion and Questions

Discussion:

- Capital items will potentially be included in the Fall Town Meeting requiring further review and discussion with the CIAC.
- There is no warrant yet for the Fall Town Meeting and all potential capital items are still being discussed within the town departments.
- The CIAC agreed to meet in September to discuss any capital items with additional meeting dates to be added as needed.

Item 3: Potential CIAC Members

Interview and Discussion

Interview:

- Richard Winer
- Ark Pang

Discussion:

- The CIAC agreed to put forth both candidates to the Select Board with Richard Winer taking over the one year remaining on the term vacated by Sue Abrams and Ark Pang taking over the open three-year position on the committee.
- The CIAC hopes to have both candidates approved ahead of the next committee meeting. The candidates should be on the agenda for the next Select Board meeting on August 29th.

Item 4: Capital Procedures Meeting Debrief

Discussion and Questions

Discussion:

- The Chairman, Susan Asbedian-Ciaffi, and Vice-Chair, Matt Dallas, of the CIAC met in June with the co-Chairs of the Finance Committee and a representative from the Select Board to discuss the current capital review process as it relates to the February joint committee meeting and subsequent CIAC report to the Finance Committee.
- It was agreed that the meeting should include the Town Manager and another meeting was held in August including the Town Manager and Finance Director.
- It was determined in the August meeting that for the upcoming capital review cycle it would be unlikely that any changes would take place to the current process.

Item 5: CIAC Reorganization

Discussion and Nominations

Discussion:

- The CIAC to appoint new members to the Chair, Vice Chair, and Clerk positions.

Nominations:

- Matthew Dallas was nominated by Chairman Susan Asbedian-Ciaffi for the Chair position and seconded by Lisa Saklad.

TT: Aye LS: Aye MD: Aye PI: Aye SAC: Aye

- Peter Iovanella was nominated by Vice-Chair Matt Dallas for the Vice Chair position and seconded by Tom Travers.

TT: Aye LS: Aye MD: Aye PI: Aye SAC: Aye

- Susan Asbedian-Ciaffi was nominated by Matthew Dallas for the Clerk position and seconded by Lisa Saklad.

TT: Aye LS: Aye MD: Aye PI: Aye SAC: Abstain

Other Business:

Potential agenda items were discussed for the September CIAC meeting including an overview of the CIAC's capital review process and for Sandra to provide an update on the projects that were approved at last May's Town Meeting.

A motion to adjourn at 8:59 was made by Matthew Dallas and seconded by Lisa Saklad.

TT: Aye LS: Aye MD: Aye PI: Aye SAC: Aye

Next meeting September 18, 2023.

Respectfully submitted,
Matthew Dallas
Vice Chair