

CIAC - Capital Improvement Advisory Committee

Meeting Minutes

January 22, 2024

6:42 PM – 7:40 PM

Virtual Meeting via Zoom

Committee Members Present: Susan Asbedian-Ciaffi (SAC); Matt Dallas, Chair (MD); Peter Iovanella (PI); Ark Pang (AP), Lisa Saklad (LS); Tom Travers (TT), Richard Winer (RW)

Others Present: Sandra Duran - Combined Facilities Director

Chairman Matt Dallas, after confirmation of a quorum, called the meeting to order at 6:40PM.

Vote taken to call the meeting to order:

PI-Aye SAC-Aye LS-Aye TT-Aye AP-Aye RW-Aye MD-Aye

Approval of minutes of September 18, 2023

Motion to approve the minutes of the October 11, 2023 CIAC meeting by Tom Travers, seconded by Pete Iovenella.

PI-Aye SAC-Aye LS-Aye TT-Aye AP-Aye RW-Aye MD-Aye

Annual Report

Review of final draft of CIAC Annual Town Report

Chair Matt Dallas presented the draft and asked for any changes needed. Tom Travers requested that a section titled “Process Recommendations and Observations” that was part of the 2022 Annual Report be included in the 2023 report as well. After the addition, there was a motion made by Tom Travers and seconded by Susan Asbedian-Ciaffi to approve the 2023 CIAC Annual Town report.

PI-Aye SAC-Aye LS-Aye TT-Aye AP-Aye RW-Aye MD-Aye

Spring Town Meeting

In preparation for Spring Town Meeting, the CIAC has blocked off Monday nights from February 5 - March 11, 2024. Since the warrant closes on January 31st, the CIAC hopes to be able to meet on February 5th to start reviewing articles. February 12th will be Capital Night where the Select Board, CIAC and Finance Committee will hear presentations from the department heads as they present their warrant articles.

CIAC Future Operations

There has been some speculation as to the future of the CIAC and whether or not it may be eliminated. In order to dissolve the CIAC, an article must be presented and a vote taken at Town Meeting. Tom Travers explained that historically, the Finance Committee looked at the operating budget and the CIAC reviewed all other capital items. The process has evolved, resulting in some overlapping of efforts by the CIAC and Finance Committee. Susan Asbedian-Ciaffi suggested that maybe instead of dissolution of the CIAC, the CIAC might have an expanded mandate to review capital items, and the Finance Committee take that research and recommendation without further investigation, so as to eliminate some duplication of work.

Director Duran gave a quick update on the pool warrant article for Town Meeting and status of the Fairbank Community Center. Director Duran offered to give CIAC members a tour of the facility; date and time set for noon on Thursday, 1/25/24.

Next meeting is scheduled for Monday, 2/5/24, at 6:30pm on Zoom, if there are warrant articles ready to be reviewed.

Meeting adjourned at 7:40pm.

Respectfully submitted,
Susan Asbedian-Ciaffi
CIAC, Clerk