

CIPC Meeting Notes September 15, 2010

Meeting started at 7:33. CIPC Attendees: Doug Kohen, Ted Fednishyn, Matt Tisdale, Eric Greece, Tom Travers. Town representatives: Andrea Terkelson, MaryAnne Bilodeau

- 1) Introductions
- 2) Doug Kohen elected as secretary (Ted motions, Tom 2nds, unanimous vote)
- 3) Project Completion Forms
 - a. Discussion about history of forms (2009 was first year we did it for FY09 budget)
 - b. Discussion about what happens in the event that a project is not completed by the end of the year
- 4) Liasons
 - a. 2 people per dept. head, continuity
 - b. Looking at wish list, prioritized list, 5 year plan
 - c. Liason assignments:
 - i. DPW – Doug, Eric
 - ii. Fire / Police – Ted, Matt
 - iii. Building (including SPS) – Larry, Jose
 - iv. Other (Selectman, library, technology, etc.) – Pascal, Tom
- 5) Goals
 - a. Two years ago adjusted budget to have all 5 years of the lease in capital budget
 - b. Last year started project completion reports, liaisons
 - c. Goals for this year:
 - i. Emphasis on budgetary planning
 - ii. Get department heads to look at strategic plan for replacing equipment
 - iii. Discussion about where Police Cruisers should live – operating (current) or capital budgets
 - iv. Request for list of closed out projects from “housekeeping” article in FY11 town meeting from Andrea
 - v. Request for viability of paying down capital leases early from MaryAnne
 - vi. Get data around comparable towns, how much they spend. % of overall budget, \$ per person, etc.- Doug to send out template, Divy up towns
- 6) New business – nothing
- 7) Pick dates for next meeting
 - a. 10/12/10 – Dept. heads have to turn everything into MaryAnne
 - b. 10/19/10 – Proposed date to have department heads complete project completion year
 - c. 10/19/10 – Dept. heads meet to review requests and weight them
 - d. 10/25/10 – Town manager turns over requests to CIPC
 - e. 10/27/10 – CIPC meeting for initial discussions on project completion reports, CIPC requests
 - f. 10/28-11/16/10 – Review Capital request, liaisons meet with department heads
 - g. 11/17/10 – CIPC meeting to review initial concerns/questions, generate any follow-ups for department heads
 - h. 12/15-12/16/10 (tentative*) – CIPC meeting for public hearings with department heads
 - i. 12/22/10 (tentative*) – CIPC meeting for deliberations
 - j. Target: Early-mid February – Presentations to Selectman & FinCom
 - k. Target: Late April – CIPC meeting to prepare for presentation at Town Meeting
 - l. 5/5-5/7/11 – Town Meeting
- * Tentative meetings will be finalized at 10/27/10 meeting
- 8) Adjourn @ 9:20PM