

**Canaan Capital Improvement Program Committee
Meeting on October 4, 2021
Fire Station Conference Room**

The meeting began at 8:35 AM

Members Present:

Mike Samson, Claude Lemoi, Tom Milligan

Others Attending:

None

Proceedings:

The committee reviewed all categories of the CIP Excel file. The overall plan is the same as reviewed at the last meeting, and all the changes discussed at the last meeting were confirmed to have been entered into the CIP Excel file. No new changes to the plan were identified as being needed at this time.

The next steps were discussed as: Mike will turn the Excel file over to Claude by October 5th. Claude will confirm all the formulas in the file, and create linked summary sheets. Claude will then send the final master file to the entire committee, including Mike.

Assuming the committee does not find any issues with the final master file, Claude will then begin the preparation of the customary Annual Report of the CIP Committee.

The committee discussed accomplishing the remaining work for this season electronically, and no additional meetings are currently planned. If any member of the committee identifies an important problem before October 26th which would warrant a meeting, one will be scheduled. After that, the timing for this budget season will preclude any further changes to the plan.

The meeting ended at 9:45 AM

Respectfully submitted:

Claude Lemoi, Chair