

Canaan Capital Improvement Program Committee
Minutes of Meeting on May 10, 2023
Emergency Operations Center

The meeting began at 8:30 AM

Members Present:

Claude Lemoi, Sadie Wells, Sal Percia, Tom Milligan
Also, Ned Connell, Town Administrator

Others Attending:

None

Proceedings:

The Committee selected Claude Lemoi as Chair for this year.

Ned Connell provided his perspective on aspects of last year's CIP process which could be improved upon this year. The committee will incorporate Ned's suggestions as needed.

The committee then discussed the following topics as they will impact this year's CIP planning process:

- Current replacement values for major equipment to be documented
- Substitutions for major Capital Items as voted at Town Meeting not allowed
- Need better coordination with the Select Board and Budget Committee during the budget season
- If any loans are recommended for major equipment, public hearings will be scheduled as early as practical in December
- Department heads will be reminded of the importance of including plans for purchase of all major equipment in the CIP plan, and not by separate petition warrant article
- Trade-in estimates need to be visible and consistently applied in the CIP planning tool
- Beginning Capital Reserve balance projections for first future year in the CIP plan need to be validated against official records
- Use of inflation factors in the CIP planning tool is to be re-considered - pro's & con's
- The existing CIP planning tool (spreadsheet) needs simplification, and more clarity for the citizenry. Claude Lemoi is developing proposed improvements
- There are several options to improve the organization structure of the CIP planning tool. The committee plans to accommodate the next Town Administrator's preferences before making any changes.
- A road maintenance sheet will continue to be included in the CIP plan, as this is a major expense for the town.

The next CIP Committee meeting will be held June 14, 2023 at 8:30 AM in the Emergency Operations Center, as publicly noticed.

The meeting ended at 10:30 AM

Respectfully submitted:

Claude Lemoi, Chair