

Canaan Capital Improvement Program Committee
Minutes of Meeting on June 14, 2023
Emergency Operations Center

The meeting began at 8:30 AM

Members Present:

Claude Lemoi, Sadie Wells, Sal Percia, Tom Milligan
Also, Jack Wozmak, Interim Town Administrator

Others Attending:

None

Proceedings:

Claude read the minutes of the last meeting of 2022, which was held on November 9, 2022. Having been the last meeting of that year, the minutes had not yet been accepted. Sadie Wells moved the minutes be approved as written, Tom Milligan seconded the motion, and it was passed. The draft minutes of May 10, 2023 were distributed to the committee recently by email. Tom Milligan moved to waive the reading of these minutes and to approve them as written. Sadie Wells seconded the motion, and it was passed.

The committee agreed to meetings on Tuesday mornings in 2023, because Jack Wozmak will normally be unavailable on Wednesdays. A revised schedule will be published.

Jack Wozmak told the committee that he will meet with relevant department heads in the coming months to coordinate the preparation of their portions of the CIP plan. Sal Percia volunteered to attend those meetings as a representative of the CIP Committee. When the departments' draft plans are available, each department head will be requested to meet with the CIP Committee to present their proposals, and to answer questions. At Tom's urging, the committee took a few minutes to identify the responsible department heads, and Jack will develop a schedule to meet with them which will support completion of a final CIP Plan by the end of October. During this process, the committee decided to require the department heads to provide documentation (such as a quote) to support the expected cost for any capital items which they propose for purchase within the six year CIP planning horizon.

Claude reviewed the re-organized CIP planning tool (computer spreadsheet) with the committee. All of the dollar amounts from last year have been preserved, and no new items or future expenditures were added. With everyone in agreement, Claude will now hand off the tool and responsibility for its maintenance (including all proposed expenditures for FY24 and beyond) to Jack. Jack will coordinate the custodianship of the spreadsheet with the town's new Finance Manager, as well as the input to the spreadsheet of the department heads' proposed plans by line item.

A discussion of the pros and cons of applying inflation factors to all items in the plan (by spreadsheet formulas) was tabled. This topic may be influenced by Jack and the Finance Manager as they use the spreadsheet in practice.

Two CIP related topics raised by a few citizens at public meetings this winter were discussed briefly. Those topics are 1. communicating the cost of outfitting police cruisers and 2. the perception that unassigned fund balances indicate a problem with the budget process. Jack and the CIP Committee concluded that both of these topics are being appropriately managed according to generally accepted accounting principles for town governments, and in accordance with guidelines set by the New Hampshire Department of Revenue. The CIP Committee, the Budget Committee, and the Select Board (all represented here) will strive to clarify communications to the voters about these topics moving forward.

Sal Percia made a motion to adjourn, Sadie Wells seconded the motion, and with all in favor the meeting was adjourned at 10:30 AM.

Respectfully submitted:
Claude Lemoi, Chair