

**Canaan Capital Improvement Program Committee  
Minutes of Meeting on July 11, 2023  
Emergency Operations Center**

The meeting began at 8:30 AM

**Present:**

CIP Committee members Claude Lemoi, Sadie Wells, Sal Percia, and Tom Milligan. Also, Jack Wozmak, Interim Town Administrator and Cariann Zandell, Finance Manager

**Proceedings:**

The draft minutes of June 14, 2023 were distributed to the committee recently by email. Sadie Wells made a motion to approve the minutes as written, Sal Percia seconded the motion, and it was approved.

The schedule of future meetings was slightly revised to reflect members' availability. The schedule for the remainder of 2023 is currently to meet at 8:30 AM on Tuesday, August 8, Tuesday, August 29, **Thursday**, September 14, Tuesday, September 26, Tuesday, October 10, and Tuesday, October 24, subject to change as the budget season unfolds.

Jack Wozmak informed the committee that he has tasked Cariann Zandell to begin meeting soon with the major department heads, obtain their input regarding equipment needs and costs, and to record the needs in the Excel CIP Planning tool. Jack plans to review these needs and vet them as appropriate. The next step will be for these department heads to meet with the CIP Committee to review and justify their plans.

Claude summarized the required timetable for completing these activities to support the Town's FY24 budget schedule. A final CIP plan is required by October 31st.

There was a lengthy discussion of which categories of expenditures should be within the scope of the CIP Committee, and who are the department heads responsible for those categories. The table which follows these minutes is a draft summary of the consensus reached in this discussion.

The pros and cons of applying inflation factors by spreadsheet formulas in the CIP planning tool were discussed. Following the discussion, the Finance Manager decided not to use mechanical formulas to calculate future inflation adjusted equipment costs. Instead, she plans to use "current year dollar" planning, with replacement costs for capital equipment to be reviewed annually and adjusted as needed. The committee concurred with this approach.

Sal Percia made a motion to adjourn, Tom Milligan seconded the motion, and with all in favor the meeting was adjourned at 9:50 AM.

Respectfully submitted:  
Claude Lemoi, Chair

## Draft Summary of Canaan CIP Scope and Responsibilities

Category	Department	Department Head	Remarks
<b>Minimum required CIP scope</b>	Police Vehicles	Ryan Porter	
<b>(Funded by Capital Reserves)</b>	Fire Vehicles	John Hennessy	
	Ambulances	John Hennessy	
	Highway Vehicles	Bob Cushman	
	Bridges	Jack Wozmak	Coordinate with Bob Cushman
	Gov't. Buildings	Jack Wozmak	Input from: Porter, Hennessy (Safety Complex) Bob Cushman (Hiway Garages) J.R. Defosse (transfer station) Amy Thurber (library) Liz Houghton (Sr. Center) Meetinghouse Pres. Committee Community Center - TBD
<b>Additional CIP Scope</b>	Police capital equipment	Ryan Porter	
<b>(General Fund capital equipment)</b>	Fire capital equipment	John Hennessy	
<b>(over \$5,000 each)</b>	Ambulance, EMD capital equipment	John Hennessy	
	Highway capital equipment	Bob Cushman	
	Transfer Station capital equipment	J.R. Defosse	
	Cemetery capital equipment	Jack Wozmak	Input from Select Board
	Capital Equipment other areas	Jack Wozmak	Input from town staff as needed
<b>Highly desirable CIP scope</b>	Police equipment	Ryan Porter	
<b>(General Fund equipment)</b>	Fire equipment	John Hennessy	
	Ambulance, EMD equipment	John Hennessy	
	Highway equipment	Bob Cushman	
	Transfer Station equipment	J.R. Defosse	
	Cemetery Equipment	Jack Wozmak	Input from Select Board
	Recreation equipment	Jack Wozmak	Input from Recreation Director
	Library equipment	Jack Wozmak	Input from Amy Thurber
	Town office equipment	Jack Wozmak	
<b>Optional CIP Scope</b>	Road Maintenance	Bob Cushman	Town Administrator option (Not officially considered Capital)
	Water & Sewer	John Coffee	Town Administrator option (Dedicated user fee revenue stream)
	Mechanic	Guy England	Town Administrator option (Few capital equipment needs)