

**Canaan Capital Improvement Program Committee
Minutes of Meeting on August 8, 2023
Emergency Operations Center**

The meeting began at 8:30 AM

Present:

CIP Committee members Claude Lemoi, Sal Percia, and Tom Milligan. Jack Wozmak, Interim Town Administrator and Cariann Zandell, Finance Manager. Police Chief Ryan Porter, Fire Chief John Hennessy, Assistant Fire Chief Hue Wetherbee, and Ellie Davis.

Proceedings:

The draft minutes of July 11, 2023 had been distributed to the committee by email. Tom Milligan made a motion to waive the reading of the minutes and approve them 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 was revised to August 17, September 14, September 26, October 10, and October 24, all at 8:30AM. The Highway Department's CIP review will be scheduled for the next meeting on August 17th. The remaining CIP categories will be reviewed at the meetings on September 14 and September 26 (Buildings, Bridges, Transfer Station, Library, Recreation, Cemetery, General Government, and possibly Water & Sewer).

The draft CIP Scope chart published after the last meeting was reviewed. It was agreed that:

1. Equipment which meets the definition of "Capital" will continue to be reviewed by the CIP Committee, whether funded by Capital Reserves (example: fire trucks) or by the General Fund (example: building generators).
2. There was a consensus that all other (less expensive and/or recurring) items be managed as a function of the operating budget only, and not duplicated in the CIP plan.
3. Water & Sewer may continue to be within CIP scope, at the Town Administrator's discretion
4. Road Maintenance and the Mechanic's needs will be managed solely through the operating budget, and not within the CIP plan.

The Police Department CIP needs were reviewed with the Police Chief, and a few adjustments were made. The Town Administrator will attempt to improve the town's ability to predict which police cruisers will be traded in, and which ones will be retained by the town for use by other departments, to refine the schedule of future funding needed for cruisers.

The Fire Department and Emergency Medical Service CIP needs were reviewed with the Fire Chief. The Chief and the committee discussed proper timing and cost projections for major equipment such as Fire Engines, Rescue Vehicles, and Ambulances, which are currently experiencing nearly two year delivery after placement of contract, at an exact price to be determined later by the product being manufactured in the year of delivery. Also, it was revealed that there is capital funding in two different accounts for ambulances. There is about \$50,000 in the new Capital Reserves account which was created last year, and there is about \$70,000 in a separate Emergency Medical Services capital reserve account. The Town Administrator and the Finance Manager will be asked to recommend the proper method to combine these funds for the next planned ambulance purchase.

Sal Percia made a motion to adjourn, Tom Milligan seconded the motion, and with all in favor the meeting was adjourned at 9:55 AM.

Respectfully submitted:
Claude Lemoi, Chair