

**Canaan Capital Improvement Program Committee
Minutes of Meeting on November 16, 2023
Emergency Operations Center**

The meeting began at 1:00 PM

Present:

CIP Committee members Claude Lemoi, Sadie Wells, Sal Percia, and Tom Milligan. Also, Jack Wozmak, Interim Town Administrator, Cariann Zandell, Finance Manager, Bob Cushman, Highway Superintendent, Guy England, Mechanic, and Monica Rowe.

Proceedings:

The draft minutes of November 2, 2023 had been distributed to the committee by email. Tom Milligan made a motion to dispense with the reading of the minutes and approve them as written, Sadie Wells seconded the motion, and it was approved.

The status of ten open action items was reviewed. Seven of the actions had been completed since the previous meeting on 11/2/23, and three remain open. The open actions are to obtain a specific ambulance quote, estimate the trade-in value of the old ambulance, and review the overall CIP plan for recommendation to the Town.

The committee reviewed the overall CIP plan, and agreed to make the following changes:

1. Enter a planned purchase of a new \$90,000 truck lift for the highway garage in year 5 of the CIP plan.
2. Reduce planned additions to the Highway Capital Reserves as much as possible in the next five years, reducing the projected CR balance to near zero, given the tax burden of lease payments in addition to Capital Reserve contributions.
3. Return to the previous practice of one line in the CIP plan for Capital Reserve contributions toward Government Buildings, with \$50,000 planned in 2024.
4. Adjust the numbers for three listed Bridge replacement projects for consistency, and correct the formula in the CIP spreadsheet for the projected CR balance.

The next meeting of the CIP Committee was planned for Tuesday, November 21 at 5:15 PM, intended for final review of the CIP plan and a vote to recommend the plan to the Town.

Sadie Wells made a motion to adjourn, Tom Milligan seconded the motion, and with all in favor the meeting was adjourned at 2:20 PM.

Respectfully submitted,
Claude Lemoi