



MEETING MINUTES (DRAFT)
Thursday, August 11, 2016 6:30 PM
Community Development
Meeting Room

Members present: Gil Archambault, Veeral Bharucha, Paul Dargie, Rose Evans, Chris Pank, and Peggy Seward.

Members Absent: Tim Finan, Matt Lydon

Staff present: Lincoln Daley, Community Development Director

AGENDA

1. Introductions of Committee Members
2. Determination of Chair and Secretary
3. Review of Charge, Role of Committee and Approach for this Update
4. Meeting with the Board of Selectmen for Preliminary Input
5. Review of 2016-2021 Capital Improvements Plan
6. Distribution of Department Project Requests
7. Schedule next meeting and department head presentations
8. Other business

Introductions: Daley welcomed the group and thanked them for volunteering once again to serve on the Citizens' Advisory Committee for the 2017-2022 Capital Improvements Plan. Daley asked the group to go around and introduce themselves as there are new members present.

Determination of Chair and Secretary: After members discussed their availability to serve as chairperson and vice chair, Archambault moved to nominate Paul Dargie as chairperson, Bharucha seconded to the motion, no further discussion, vote was unanimous. Archambault moved to nominate Rose Evans as vice chairperson, Bharucha seconded to the motion, no further discussion, vote was unanimous. Daley offered to elect staff to record minutes so that all volunteers can fully participate in the presentations and discussions.

Review of Charge, Role of Committee and Approach for this Update: Daley read the charge from the 2016-2021 CIP Report. The charge and role were reviewed.

Dargie continued by providing a summary of the last year's process and review of each request. The role of the committee is not to eliminate project requests. He stated that all projects are reviewed and then prioritized.

Given the time of year, Dargie said the group should meet every week from August through September and will develop a document by the end of September for presentation and adoption by the Planning Board in

October. There will be one or two department heads per meeting depending on how much is involved with each presentation. Daley will work with department heads to schedule presentation times.

Meeting with the Board of Selectmen for Preliminary Input: Daley asked the group when they wanted to visit with the Board of Selectmen to discuss their priorities. After a brief discussion, the group determined that last year's meeting was not necessarily beneficial and did not provide sufficient guidance to the committee. As a result, the group decided not to meet with the Board.

Review of 2015-2020 Capital Improvements Plan: Hard copies of the 2015-2020 CIP report were distributed. Group agreed the prioritization of coming year projects was helpful and effective. Dargie asked the group if there was anything about last year's plan that people didn't like. No further discussion.

Distribution of Department Project Requests: Copies of the current year department projects requests were distributed. The group discussed how many meetings would be needed for meetings with Department Heads. Dargie said maybe three - four. Group members asked if the library is going forward with the same plan. Daley said yes. The group decided since the library is presenting the same plan then they can be joined with another department to save time.

Schedule next meeting and department head presentations: The group decided the following meeting dates:

Wednesday, July 8th
Thursday, August 18th
Tuesday, August 30th
Thursday, September 8th
Thursday, September 15th

Group briefly discussed the drafting of the CIP report and scheduling meetings to present to the Planning Board and Board of Selectmen for their review/consideration. The group identified October 4th as a possible date to present to the Planning Board. This date was dependent upon Staff completing draft CIP Report. The group left the presentation the Board of Selectmen as to be determined.

Other business: Dargie stated that his preferred that meetings be televised. The group went on to discuss some of the benefits, most notably, educating resident on the types of project requests and impact on the community. It was then determined that meetings would be televised. Daley would coordinate with Community Media Department to televise/record all future meetings.

Meeting adjourned at 6:40PM