MEETING MINUTES

CIPC Members Present: Tom Howard – Chair, Cody Gray, Chuck McGee, Amy Lindamood and Paul Marshall (acting Secretary)

Town Staff Present: Walter Johnson - Town Administrator, Patrick Andrew – Superintendent of Schools, Amanda Bergquist – District Business Manager

The meeting was called to order by Chairman Howard at 8:30 AM

CLARIFICATION OF CIPC ALTERNATE: Chairman Howard began the meeting by clarifying the substitution of Alternate CIPC members to be in the stead of any other CIPC members.

SCHOOL DEPARTMENT REQUEST PRESENTATION: Superintendent Patrick Andrews and District Business Manager Amanda Bergquist presented the single Capital proposal for 2020. Resurface of the metal Roof on the Academy with a Kynar System. The new roof will have a 20-year lifetime and a 20-year warranty. The system total was from a 2016 bid. Desire is to do the project in Summer of 2020. It was anticipated that most or all of the funding could be sourced from the Capital Reserve budget. Dr. Andrews agreed to a CIPC project cost of $400,000. Questions were asked and answered regarding project timing, scope of the RFP, openness to other roof systems, and other possible school projects (Camera and Access Control Project, and vehicle replacement). A 2023 request for a tractor was also removed from the CIPC long-range plan, as it is expected to last longer than 2023.

MINUTES OF MAY 29 CIPC MEETING: May 29 meeting minutes were reviewed. The only modification is to change the date to May 29. A motion was made by Chuck McGee and seconded by Amy Lindamood to approve the minutes as amended and the motion was approved.

OTHER BUSINESS: Discussion of the Lions Club Renovation and Recreation Center proposals. All members participated in this discussion. In addition to a historical summary of the projects (already provided) the discussion focused on vetting the project more fully – with a focus on addressing Town needs and cost options/justifications. Focused discussions included:

• How costs of the programs have changed over time as more information was incorporated;
• Trade-offs on scope that have already occurred and understanding them;
• Whether the projects are stand-alone or shared in a common building;
• Sources of appropriation, and cash-flow projections of the projects over time and through fiscal years;
• Magnitude of increased operating costs that will come with the projects;
• Needs of the community and how they are derived, and how they will directly be addressed by the scope of the projects as currently requested;
• Form of endorsement by CIPC.

The Committee agreed to formulate questions to be addressed by the project sponsors at the next CIPC Meeting. These questions will be submitted to Walter Johnson via email with a copy to Tom Howard. Walter offered to consolidate the questions and distribute them to the proper people.

NEXT MEETINGS: The Committee will meet twice the week of June 23. The next meeting will be Tuesday June 25\textsuperscript{th} and a proposed second meeting on Thursday June 27\textsuperscript{th}.

Chairman Howard asked if there was any other business to be presented. There was none. Amy Lindamood made a motion to adjourn the meeting. Chuck McGee seconded the motion and the meeting was closed at 10 AM.

Respectfully submitted.

Paul Marshall