CIPC Members present: Chairman Tom Howard, Chuck McGee, Paul Marshall, Ed Harrington, Cody Gray and Amy Lindamood.

Others present: Jean Beadle (BOS), Walter Johnson (Town Administrator), Heidi Davis, (finance officer) and Bob Ward (Town Planner).

CIPC Chairman Tom Howard called the meeting to order at 8:32 AM.

The CIPC discussed the minutes of the CIPC meetings on June 16. The approval of these minutes was held over until the next CIPC meeting. Chairman Howard indicated that the primary business item for this CIPC meeting is the preparation of the CIPC Final Report. He summarized his view concerning the CIPC Final Report. Tom asked the CIPC members for their thoughts as to what information should be in the Final Report.

Cody Gray asked a question concerning using “bullet points” in the Final Report. Chuck McGee stated that the list of 13 projects contains two different situations: Maintenance projects and “new” projects. He went on to make a distinction between “one-time” projects and routine, reoccurring replacement or maintenance projects.

Tom Howard suggested the use of priority rankings and priority codes. Tom suggested that the “classification” should be listed first and further suggested that the scoring sheet could be “segmented” by priority code. Ed Harrington reviewed the CIPC’s scoring sheet and commented on scoring versus “priority code”. Cory favored keeping the classification scores. Paul Marshall commented further that “priority code” and “scoring” are similar terms. Town Administrator Walter Johnson stated that there is a need for priority code terminology.

Chuck McGee commented concerning the budget process and Walter explained the impacts on the tax rate.

Ed commented re the broadly defined purpose of the CIPC. The CIPC discussed the budget management matter and financial impacts made on the Town budget by capital expenditures. Cody clarified what the limits of CIPC authority are concerning the Town budget. Walter recommended that the CIPC engage in “word-smithing” the definitions for the priority codes. The CIPC reviewed the definitions for the “Priority Codes” and “Classifications”. Amy Lindamood commented re the ranking for “priority code” is all about “sustaining” versus an “add-on proposal”, therefore the classification does play an important part. Both Amy and Ed supported adding the term “sustain” to classification #2. Walter Johnson recommended changing the word “urgent” to “critical” or “priority”. In the definition of classification 2, the CIPC discussed changing the word “maintain” to “sustain”.

Concerning classification #3, the CIPC decided to leave the definition as it presently is defined. Walter commented concerning project priority and budget scheduling. Paul stated that this is a “category” rather than a “priority”. Tom recommended that the CIPC keep the order of ranking and also commented concerning what changes need to be made to the definition of “priority”.
Tom then went on to the “new” (revised) scoring sheet. The CIPC reviewed the latest scoring sheet which was provided by Town Administrator Walter Johnson. After discussion, the CIPC decided that the new scoring sheet looked good.

Cody commented that the CIPC “message” to the voters was that due to there being no classifications with a score of 6 or 7, therefore the implication to the voters is that the CIPC recommends these projects.

Tom Howard suggested that the CIPC decide on the draft CIPC meeting minutes. Walter stated that the CIPC has always met after the Public Hearing. The CIPC discussed the date for the next CIPC meeting. The date which was selected was Monday, August 5 at 7:00 P.M. Chairman Howard asked if the CIPC needed to select two meeting dates, just in case the August 5 meeting was cancelled for some reason. The CIPC decided to set a second meeting date.

Tom Howard asked who prepared the 2018 CIPC Final Report? The “author” was thought to be former CIPC Chair Enid Burrows. Heidi Davis explained concerning the 2018 CIPC Final Report, including a discussion of the content and format of the report. Tom suggested that the 2019 CIPC Report should be the same as the 2018 CIPC Report with the addition of appropriate CIPC comments focused on the individual proposed projects. Paul asked if an additional “supplemental sheet” should be added to the end of the 2019 CIPC Report. He volunteered to “word smith” the Report. CIPC Chairman Howard asked Paul Marshall to prepare the scoring sheet’s “Major Considerations” headings. After further deliberation (below), it was decided that it was not needed. The CIPC reviewed the “Form D” headings and decided as follows:

- Consideration Heading #1: It was determined to be acceptable as is with no changes.
- Consideration Heading #2: It was decided to be changed by adding the word “benefit” with Cody Gray suggesting adding the word “improvement”.
- Considerations #3 and #4: They were determined to be acceptable as is with no changes needed.
- Consideration #5: Cody Gray suggested changing the word “effect” to “improvement”. Chuck stated that he was OK with changing the wording from “effect” to “improvement”. Amy Lindamood stated that the project explanation is critical. With discussion completed, the CIPC decided that it is good with changing the wording of “Major Consideration #5” from “effect” to “improvement”. Also, the CIPC decided to change the wording in “Major Consideration #2” from “risk” to “improvement”.

CIPC Chairman Tom Howard stressed the need for the CIPC “scribe” to be a Town staff person rather than a CIPC member.

Cody Gray discussed the need for addressing the Community Center building and the Recreation Department building as two buildings versus one building and that the public opinion is for a two building process. He speculated that the CIPC recognizes the potential financial impacts.

The CIPC discussed the Lions Club building rehab proposal versus the Recreation Department building proposal. Amy Lindamood suggested keeping the discussion just for the present proposal and costs, not to refer back to Town Meeting 2018.
Chairman Howard asked the CIPC if there was anything further regarding the CIPC Report. The CIPC answer was no.
The CIPC public hearing date was established. August 5th at 7:00 PM with August 12th at 7:00 PM as the alternate date.

There being no further business to consider, the CIPC meeting was concluded. The meeting was adjourned at 10 a.m.

Respectfully submitted,
Paul Marshall