

OFFICIAL  
Planning Board CIP Sub-Committee  
8/28/2023

**Members**

David Copeland (Chair)  
Bob Strobel (absent)  
Hal Kreider  
Todd Abernathy  
Maggie Kerkhoff  
David Brown  
Ginger Dole

Mr. Copeland opened the meeting at 6:33 pm, all members are present except Mr. Strobel, who is at home working on the final working spread sheet for the CIP Plan.

Minutes for the 8/21/23 meeting were reviewed, which included our preliminary scoring for priority of the proposed projects. It was determined that the updated project forms were not received by all department heads. Mr. Copeland and Mr. Kreider will be meeting with TA Irvine tomorrow regarding the new forms, verifying that they will be sent to all Department heads, and reviewing the process with Mr. Irvine.

Mr. Copeland informed the committee that our planned meeting for 9/18/23 must be cancelled, as the meeting room will be unavailable due to preparation for the Special Election the next day. The general consensus was that if the new forms were sent, completed, and returned for committee review at the 9/7/23 meeting, we would still complete our work, and would submit our report to the Planning Board by the required date.

***Motion: Mr. Kreider made the motion to approve the minutes of 8/21/23 as presented. Mr. Abernathy seconded the motion. Vote 6-0 – Yes. Motion approved.***

Discussion turned to the overall CIP process. Mr. Copeland suggested that next year the process begin in early July, rather than August. This would allow additional time for department heads to provide more detail so they can complete/update project forms and return them to the committee. We could then meet every 2-3 weeks, rather than weekly, allow more options to meet with Department heads, if needed and finalize our report as required. For projects being requested 5 years or more in the future, this would allow for annual revisions in cost, funding source, etc. as the requested date gets closer. All agreed this would be more productive.

Mr. Kreider explained the Master Plan update process, and how the CIP Plan is connected. Currently, the Housing section is under review, and Recreation will be reviewed soon. Mr. Kreider informed the committee that many people have asked about a Senior Center, and the need to have a place for community events, to name a few. The Recreation Director and Committee will need to develop a long range plan of proposed programs, buildings, and events that can be presented to the community for their feedback. Receiving the level of support for any item would be very helpful in planning future projects.

To recap, Mr. Copeland and Mr. Kreider will meet with TA Irvine tomorrow regarding correct forms to department heads. It was also agreed that Ms. Dole would assist any department head who requested help in completing the forms.

***Motion: Mr. Abernathy made the motion to adjourn the meeting at 7:30 pm. Mr. Kreider seconded the motion. Vote 6-0 Yes. Meeting adjourned.***

Respectfully submitted,

Ginger Dole Recording Secretary