

CIPC Meeting Minutes for May 25, 2011

Meeting started at 7:00 p.m. CIPC attendees: Ted Fedynyshyn, Pascal Cleve, Larry Rowe, Matt Tisdale, Tom Travers, Eric Greece and Maryanne Bilodeau. Not in attendance: Doug Kohen, Jose Garcia-Meitin and Andrea Terkelsen.

1. Approval of prior meeting Minutes
 - a. Motion to approve; seconded; unanimous approval
2. Discussion regarding evaluation of CIPC performance during past year
 - a. Completion Reports and liaison work viewed favorably
 - b. Town by Town comparison studies not fully utilized
 - c. Budgetary process/timeline; liaison meetings prior to department head priorities meeting; obtain department priorities/requests earlier in the cycle
 - d. Notion of committee serving as “rubber stamp” versus overlapping with purview of other committees such as FinCom
3. Discussion of Five Year Plan for Capital Items
 - a. Liaisons should interface with department heads
 - b. Initially focus on items/projects that fall within capital budget rather than including larger debt exclusion items/projects
 - c. Will require dedicated CIPC meeting time for sufficient discussion and reports by liaisons
 - d. Input from/interface with new Facilities Director will be helpful
4. Next meeting to be scheduled in September
5. Motion to adjourn; seconded; unanimous approval