

Town of Sudbury, Massachusetts  
Minutes of the CIAC Meeting October 2, 2013

Attendees: Eric Greece, Tom Travers, Larry Rowe, Jamie Gossels, Jeff Barker, Bob Desaulniers and Jim Kelly

Location of Meeting: Thompson Room at The Flynn Building  
Meeting Called to order at 7:10 PM by Chairman Greece

1) **Acceptance of minutes:**

Minutes of the April 25, 2013 meeting were approved.

2) **Introductions :**

The three new members of the CIAC committee were introduced and everyone provided professional backgrounds information to the new and the returning members.

3) **CIAC definition and charter and review of new By-law:**

The committee reviewed the new by-law to understand what the committee's advisory responsibility will be.

The Committee needs the Town Manager or the Assistant Town Manager to clarify two issues;

- 1) Will there be one or two committee's (one for Strategic Planning and one for Financing of the projects) that the committee will need to liaison or participate with?
- 2) Will we only be reviewing Projects that are over \$50,000 (in one year) or \$100,000 (over multiple years) that have separate Town Meeting articles?

4) **Committee Positions:**

The following positions were proposed by motion and seconded:

Eric Greece- Chairperson  
Tom Travers- Vice Chairperson  
Jamie Gossels- Secretary

A Motion was made and seconded that Committee Minutes shall be taken on a rotating basis by Members of the Committee, other than the Chairperson and Vice Chairperson, and then forwarded to all members for comment before posting on the Town Web site. When the minutes are finalized the Secretary will post the

“draft” minutes with Mark Thompson. The draft minutes will be approved at the next Committee meeting.

The motion was unanimously approved.

**5) Strategic Planning Report:**

Eric Greece gave all members a copy of the Strategic Planning Report dated April 4, 2013. All members were asked to review the report and think about which projects and departments they would like to liaison with for this year.

**6) Strategic Committee appointments:**

The following members were nominated and seconded to be members of the new Town Strategic Planning Committee:

Jeff Barker  
Tom Travers

Both members were unanimously approved

**7) Specific Near-term Projects:**

Jim Kelly presented to the committee a brief overview of the immediate projects that may be presented at Town Meeting this year. The Committee will have specific discussion at next month’s meeting.

**8) Next Meeting:**

The next meeting will be November 14, 2013 at 7:30 PM. The location will be determined by Eric Greece.

**9) Adjournment:**

Unanimous approval to adjourn the meeting at 9:05 PM.

Respectfully submitted,  
Thomas S. Travers  
Vice Chairperson