

Attendance: Tom Travers, Susan Ciaffi, Mark Howrey, Sue Abrams, Jim Kelley  
Absent: Eric Greece, Michael Lane, Jamie Gossels  
Liaisons: Chuck Woodard (Selectman) Jose Garcia-Meitin (Finance Committee)

Note: Thank you to Jim Kelley for the official name plaques.

- I. Meeting was called to order at 7:35 with a confirmed quorum.
- II. Motion to approve the minutes of the April 28 meeting (Susan Ciaffi) was seconded (Sue Abrams) and minutes were approved as presented.
- III. Introduction of new members: Mark Howrey was introduced to the committee. He has served on other committees, including the School Committee in Maynard, where he lived before moving to Sudbury.
- IV. Discussion of Open Meeting Law

Tom reminded the committee of the handouts outlining the Open Meeting Law guidelines that were distributed at the last meeting. Please let Tom know if you need another copy of this information.

On advice of Town Counsel we will deal with **Liaison Meetings** as follows:

- Liaison meetings with more than one CIAC member attending must post the meeting in accordance with the Open Meeting Law (at least 48 hours in advance of the meeting.) One of the CIAC Committee members must take notes at the meeting and forward them to the CIAC Secretary.

#### **Meeting minutes**

- Minutes of liaison meetings as well as CIAC committee meetings should be sent to the CIAC secretary, Sue Abrams. Minutes will be shared with CIAC committee members and edits, corrections etc. should be sent to Sue. NOTE: WHEN SENDING EDITS ETC. **DO NOT REPLY ALL**. SEND COMMENTS ONLY TO SUE. (If emails with issues of committee business are sent to all committee members it is considered, according to the Open Meeting Law, an official meeting.)
- Sue will email the amended minutes to the committee and they will be approved at the next meeting. At that time they can be accepted, adjusted, rejected or accepted as amended/presented.

**Discussion:** There was a suggestion that we eliminate liaison meetings and focus on the committee presentations at CIAC meetings. It was noted that these liaison meetings help to prepare the committee for the discussions on the requests so they are valuable. A second suggestion was to only have one liaison from the CIAC to each

committee. Given the amount of detail needed in some of the requests, most felt that it was important to have two people.

**Decision:** We will send two liaisons to those committees where the monetary requests are particularly high and where the details may be more complex. In these instances we will post the meetings consistent with the Open Meeting Law. We will send one liaison to other committees where the requests are for less money and/or may not be as complex.

#### V. CIAC Process and Workflow Explanation

Tom explained the 5 year capital plan and the information we receive from the committees (Schedule A packet) and outlined the focus for the coming months:

October 13	Liaison assignment
November 17	Liaison reports to full committee Committee discussion and any additional, unanswered question will go back to the town board or committee for further information.
December 15	CIAC gets updated capital requests
January 12	Discussion begins with CIAC and committees requesting funds
January 26	Discussion continues
February 9	Approve capital requests
February 23	Review, report and make presentation to Fin Com
March 8,22	Two meetings that month to review requests, address any new requests, address any loose ends
April 12	Prepare for Town Meeting

#### VI. Town Hall Blue Ribbon Committee

Susan Ciaffi reported on the work the committee has done to date. The committee has looked at as many options as possible and has visited a number of other towns to see their town halls and find out how they are used.

Because the Fairbanks plans are ongoing, the committee tried to look at the needs of the whole town. They are also aware of the fiscal issues that include the Fairbanks renovation/reconstruction.

Currently the committee is looking at leaving the town hall as it is and build an addition to Nixon to provide the SPS office space. In this scenario the committee will then address how to best utilize the town hall space as it is presently configured. Town offices would remain in the Flynn Building. This plan represents a preservationist perspective that seeks to make the historic town center a gathering place.

The systems in the building have been addressed as the need arose. The boiler has been replaced, albeit with the exact same boiler. The pipes under the slab have been repaired so there is no immediate crisis in that area.

The current capital plan does include \$1,000,000 for architectural design, but this is, at the moment, a place holder request.

The recommendations of the committee should be made sometime in the fall. Susan reported that the preservationist approach is likely to be the recommendation rather than a recommendation to convert the building to office space. A report will definitely be ready for town meeting.

VII. Other Business

The Capital Funding Committee has not met yet. CPA funds have not been allocated yet either.

Meeting adjourned at 9:10PM.