

TOWN OF HEBRON
CIP COMMITTEE SPECIAL MEETING
DECEMBER 21, 2011

Members Present: Ann Fitzpatrick, Fred Speno, Andy Tierney, Mal Leichter, Lorraine Davey, Mark Stuart, Natalie Wood, Amy Lynch-Gracias

Staff Present: Lisa Hancock, Finance Director; Donna Lanza, Executive Assistant

Guests: Kathy Shea, William Witt

M. Leichter called the meeting to order at 7:07 p.m.

Introduction of Committee Members:

Members of the Committee introduced themselves and explained their experience with the CIP. It was noted that Committee members (A. Fitzpatrick and F. Speno) not sworn in cannot participate in the votes in this meeting.

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Public Comments:

William Witt introduced himself as a potential Citizen-at-Large member to be appointed by the Board of Selectmen at their January 5, 2012, meeting. A. Fitzpatrick thanked Kathy Shea for her past contributions to the CIP Committee and M. Leichter congratulated her on being elected as Chair of the Board of Education.

Appointment of Chairman and Vice Chairman:

A. Tierney moved, seconded by L. Davey, to nominate A. Fitzpatrick as Chairman. With no other nominations M. Leichter closed the nominations. The motion to elect A. Fitzpatrick as Chairman passed unanimously. (At this point A. Fitzpatrick took over as Chairman of the meeting.)

A. Tierney moved, seconded by L. Davey, to nominate M. Leichter as Vice Chairman. With no other nominations A. Fitzpatrick closed the nominations. The motion to elect M. Leichter as Vice Chairman passed unanimously.

Approval of Minutes:

M. Leichter moved, seconded by L. Davey, to approve the March 14, 2011 Special Meeting minutes as presented. The motion was defeated with M. Leichter, L. Davey and A. Tierney voting in favor; M. Stuart, N. Wood and A. Lynch-Gracias abstaining.

M. Leichter moved, seconded by L. Davey, to approve the April 25, 2011, Special Joint Meeting minutes as presented. The motion was defeated with M. Leichter, L. Davey and A. Tierney voting in favor; M. Stuart, N. Wood and A. Lynch-Gracias abstaining.

L. Davey moved, seconded by A. Tierney, to approve the May 31, 2011, Special Meeting minutes as presented. The motion was defeated with M. Leichter, L. Davey and A. Tierney voting in favor; M. Stuart, N. Wood and A. Lynch-Gracias abstaining.

M. Leichter moved, seconded by L. Davey, to approve the June 30, 2011, Special Joint Meeting minutes as presented. The motion carried with M. Leichter, L. Davey, A. Tierney and M. Stuart voting in favor; N. Wood and A. Lynch-Gracias abstaining.

Distribution and Review of CIP Books/Policies/Budget and Priorities:

The CIP books were distributed to the Committee. A. Fitzpatrick stated that the CIP Committee is unique – members take off the hat of the Committee/Commission/Department they represent and look at the big picture setting priorities. The members of the Committee learn a lot about the town's operations and work to a hard stop date of February 1. A. Fitzpatrick explained that last year the CIP Committee met for several months to work on policies and worked with the BOS/BOF in promoting the change to the CIP threshold. A. Fitzpatrick indicated that two policies have been adopted; the CIP Policy for items over \$25,000 and the Vehicle & Equipment Replacement and Building Improvement Policy for capital items from \$5,000 to \$25,000. M. Stuart stated that the BOS had made changes to the mileage that are not reflected in this policy.

M. Leichter stated that these policies bring the Committee into the 21st century. The original threshold proposal from the CIP Committee was \$100,000. The BOS have started at \$25,000 and plan to raise it gradually, based on input from the CIP Committee. M. Leichter indicated that the intent was not to reduce the contribution to CIP for FY 2012-2013. M. Stuart explained that items under \$25,000 will be reviewed by Department Heads with the Town Manager and then go to the BOS/BOF. M. Stuart confirmed that the BOS committed to funding CIP at the same level as last year and that all involved have recognized that the CIP has been underfunded.

D. Lanza reviewed the contents of the CIP books. D. Lanza indicated that the Vehicle Replacement Schedule is currently being updated and will be distributed at the January 3 meeting. Also, that the Town and BOE are considering participating in the CCM Energy program and some energy related items may be able to be removed from the CIP budget. M. Stuart explained the program. There was lengthy discussion regarding the CCM Energy program.

Approve Meeting Schedule:

F. Speno moved, seconded by L. Davey, to approve the CIP Committee meeting schedule as presented. The motion passed unanimously.

Adjournment:

M. Stuart moved, seconded by N. Wood, to adjourn the meeting at 7:55 p.m. The motion passed unanimously.

Respectfully submitted,



Donna Lanza