

## **Capital Improvement Program (CIP) Kick Off Meeting April 6th, Wheelright Room, 8:15 till 9:30**

Attendees: BOS Rep - Frank Ferraro, DPW reps - Jen Perry, Matt Berube, Jay Perkins, Paul Vlasich, Kevin Smart, Planning Rep - Sylvia von Aulock, Other - Don Clement

### **Discussion:**

CIP Worksheets: Sylvia reviewed the process utilizing this year's schedule (see below)

Jen touched on various items needed by DPW to make the CIP more efficient given their work load. Group discussed possibilities and came up with the following:

1. Updated worksheet form needed ASAP. (Syl to provide)
2. Revisions to worksheet form includes dates, section to check off "Fed/State Action Required".
3. Separate vehicle worksheet also to be updated (Matt to provide)

Vehicle Replacement: Jen, Jay and Kevin discussed the need to include vehicles in CIP. Much concern regarding the 3 year lag time in which vehicles replacements have not taken place and that the back log of vehicles has increased to a critical state. Jay discussed issue of increased maintenance for older vehicles, these repairs cost as much or more than cost of leasing or purchasing vehicles. Sylvia mentioned that last year CIP Subcom voted to support the Fleet Management Study and to follow the recommendations outlined in the report. Russ wanted to separate the vehicles from the CIP and work with the vehicle committee that had developed as a result of the fleet management study. Jen and DPW will meet with Russ to review this year's strategy regarding vehicle replacement and the fleet management plan.

Media and Information: The group discussed past practices that worked best at "getting the word out" including on-site video taping, PowerPoint presentations, and public meetings. Syl suggested that Dept. reps determine their top priority projects and prepare information programs from the start to educate the subcom, and multiple boards that will be reviewing the project. The group discussed various scenarios to improve the various techniques which resulted in the following:

1. PowerPoint template to be developed by Sylvia (with recommendations from IT Andy and Frank) and to include:
  1. formatting restrictions including minimum font size, pictures size, maximum amount of information,
  2. consideration of time allotted per project for narration. Note: Time allotment may vary based on project size.
2. Video taping on-site for warrant articles strongly supported
3. Use of public meetings and newspaper also considered. Especially noteworthy was the need for BOS, Bud. and Bud. Com to attend the August 11th Planning Bd meeting as this is the first opportunity to hear about all the CIP projects for 2012 and beyond

Project Development and Review: Paul discussed the desire for Russ to review and comment on projects very early on in the process, to provide a reality check of sorts. Sylvia noted that last year was the first year the CIP Recommendations Table included comments from both the CIP subcommittee as well as Russ. (It is suggested that any department wanting input from Russ early on in the process should schedule time for his review.) It was noted that last year the Budget Committee rep did not join the group till mid July and that this year a rep would be desired much earlier in the process. Frank and Don volunteered to get on this issue ASAP.

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Draft 2011 CIP Schedule

Note meeting times to be determined (tbd)

Item	Date	Milestone
	<i>April 6th</i>	<i>CIP Process Meeting with CIP SubCom and Dept Reps.</i>
1	May 13th	Departments to submit CIP projects (new and updates to planning)
2	Week of May 16 <sup>th</sup> (tbd)	CIP Sub Committee to review submittals and begin discussions
3	May 23 <sup>rd</sup> -June 3rd (tbd)	Departments to meet with CIP SubCommittee and review projects
4	Week of June 13 <sup>th</sup> (tbd)	CIP SubCom to discuss projects and initial recommendations to the Plan'g Bd
5	June 20th	Syl finalizes recommendations from SubCom. & sends out list to Dept reps
6	July 11th	Dept reps return revised worksheets and 6 year plan to Planning
7	Week of July 18th (tbd)	CIP SubCom to discuss recommendations to the Plan'g Bd
8	Last 2 weeks in July (tbd)	Dept reps to organize Exeter TV taping of their project presentation
9	July 29th	Syl completes Draft Packages Complete
10	August 11 (7 p.m.)	Dept. presentation of CIP projects to Planning Bd. (Department. Represtatives, CIP Subcom, BOS and Bud Com invited to attend)
11	August 12 <sup>th</sup>	Planning Bd. comments back to dept managers
12	Week of August 15th (tbd)	CIP SubCom to submit final ratings and recommendations to Planning
13	August 19th	Final corrections/ resubmissions from dept. managers back to Planning
14	August 26th	Final CIP Packages complete for Planning Bd submission
15	Sept 8th	Planning Board – Final Public Hearing on CIP