



Capital Improvement Program Committee
Thursday, December 17, 2024 Minutes

In Attendance: John. Birmingham, Ann Cicchiello, Denise Hall, Chris Lund, Don Mackenzie, Jeff Newton, Barry Sheckley

Also in attendance: Mitch Nixon, Dan Cunningham, Kevin Gervais, Denise Compton recording secretary.

Absent: Jill Carini, Maryanna Stevens

Denise Hall called the meeting to order at 4:03 and led the Pledge of Allegiance.

Approval of minutes for Nov 14, 2024-Motion made by C.Lund, 2nd by A.Cicchiello. Motion passed 7-0-1

Approval of minutes for Dec 5, 2024-Motion made by J.Birmingham, 2nd by A.Cicchiello. Motion passed 6-0-2

New Business:

1. Discussion of the Rubric: B. Sheckley handed out a rating rubric he put together. In researching to put this together he found having an “anchor” to be important. It is a designator of what each number means. The idea is to have departments submit request and then the committee will use the rubric to rate each request. It was agreed to have more clarification of how to apply “efficiency” and “effectiveness” to the answers. Changes to questions were recommended the members of the committee. B.Sheckley will work with K.Gervais to update the form and send it out to the committee for the next meeting.
2. Discussion of Capital vs. Operating: K.Gervais will put the definitions together and send it out to the committee for reference.

Old Business:

1. Discussion of Draft Capital Improvement Program: K. Gervais reviewed changes made to the spread sheet on the Capital Improvement Program.
2. Discussion of scheduling tours: The dates to tour different facilities were reviewed: K. Gervais is going to coordinate to have meetings after the tours. At the conclusion of the tours the department heads will give their presentations. K. Gervais will reserve meeting rooms and send the committee confirmation.
3. Next meeting is set for January 7th and will combine the tour of the track at the school.

Motion to adjourn was made by A.Cicchiello at 5:12 pm and seconded by J. Birmingham. Motion passed unanimously.

Respectfully Submitted,

Denise Compton
Recording Secretary

