

Capital Planning Committee Minutes

Thursday, July 21, 2016

Meeting was called to order at 6:15PM by Chair Anthony Lively.

Meeting location: Dunstable Town Hall, 511 Main St., upper level.

Member present: Harold West, Anthony Lively, Robert Jacobson.

Also in attendance: Tracey Hutton, Town Administrator

General discussion topics

- We discussed requirements for recording minutes, providing at next Capital Planning meeting for approval, and submitting to Jake for posting to town website. Robert agreed to take on this responsibility.
- Tracey reported that the funding to perform building evaluations has been approved.
- Capital Planning must provide a draft 5 year plan to the Finance Committee by December 2016. To meet this date, next week Tracey will send out Capital Planning worksheets to all the department heads with a due date of September 1. CP will meet again in September to begin the review process for the 5-year plan. This will provide ample time to meet the December deadline. Note that this is a new strategy. Last year CP members conducted personal interviews with department heads to create the 5-year plan. This year, department heads will be requested to attend CP planning on an as-needed basis.
- Capital Planning will be involved with the Public Safety project once the budget for said project is known.

The next meeting of the Dunstable Capital Planning Committee meeting is scheduled for Monday, September 19, 2016 at the Dunstable Town Hall.

Meeting adjourn at 6:45PM

Respectfully submitted,

Robert Jacobson

Member, Dunstable Capital Planning Commission.