**Capital Projects Committee – Municipal Water**

**Meeting Minutes**

**Thursday, May 14, 2015**

*Location:* Timothy Smith Room

*Present:* John Knight, Selectman, Fred Guidi, Finance Committee, Sheila Vanderhoef, Town Administrator

*Also Attending:* Neil Andres, DPW Superintendent, Jacqueline Beebe, Assistant Town Administrator, John Georgio, Kopelman & Paige, later Mark White, Environmental Partners

The meeting was called to order at 1:00 PM.

John Georgio of Kopelman & Paige attended the meeting to discuss the open meeting law as it relates to Eastham’s Capital Project Committee. He outlined the problems with 3 person committees such as the ones established by Town Charter for our capital projects. Specifically, how communication among two members constitutes a quorum and when conducted outside posted meetings, could constitute a violation of the State’s open meeting law.

Mr. Georgio also reviewed the charter sections establishing the capital committee. He stated that Town Administrator administers the capital appropriation and has delegated authority on contracts, change orders and requisitions. However, the charter states that CPC committee must provide guidance on all contracts, change orders and requisitions. As such, project expenditures must be reviewed by the committee prior to payment.

Messrs. Knight and Guidi expressed concern over the timely receipt of project documents. Several alternatives were discussed to improve this communication including email and Dropbox.

Mark White joined the meeting. Mr. Guidi presented a worksheet that he requested the committee and consultants use going forward to tract the project budget. There was general agreement on this and Mr. White stated that he would take ownership of keeping the document up to date.

The meeting adjourned at 2:00 PM.

Respectfully submitted,

Fred Guidi