

**Town of Newbury  
Capital Planning Committee Meeting  
Thursday Nov 10, 7:00AM Town Hall  
Meeting Summary**

Members present: Bob Connors (Chair), Kathleen Pearson, Frank Visconti, Anna Tenaglia  
Also present: Chuck Bear, BOS Liaison

**1. October 6 meeting summary:**

October 6, 2011 Minutes was unanimously approved as written

**2. Review of Committee Charge:**

The committee reviewed the current draft of the proposed CPC manual and recommended a copy be forwarded to the finance committee for review/comments regarding:

- Capital improvement planning schedule;
- Step Seven: Develop a CIP Financing Plan;
- Exhibit II: Capital Improvement Budget Polices;
- Exhibit III: Debt Policies;
- Form F: CIP, Project Summary;

The committee reviewed the current draft recommendation implementing a facility preventive maintenance program and creating a part time position to help implement and oversee all maintenance activities in regards to town owned real estate, all construction projects, compliance with contracts, local and state construction codes and occupational safety standards. Members will further review draft recommendation and provide comments/concerns at the Thursday, December 8, 2011 meeting. Member recommendation that a copy be forwarded to finance committee for review/comments regarding:

- financial impacts/funding stream

**3. Meetings:**

Meetings will be held on the second Thursday of the month at 7:00AM. Next meeting December 8, 2011 at Town Hall.

**4. Adjourned**

11-10-11 meeting adjourned at 7:38 a.m.

Respectfully submitted,

Bob Connors,