

AUG 13 '18 PM 3:37

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Town Clerk

## MEETING MINUTES

### CAPITAL PLANNING COMMITTEE

WEDNESDAY, JUNE 6, 2018 6:00PM  
LOWER TOWN HALL  
21 SOUTH MAIN STREET

#### **COMMITTEE MEMBERS PRESENT:**

Jim Horwath  
Joe Marchand  
Jeanne Daley  
Justin Navarro  
Barry McCloskey

#### **OTHERS IN ATTENDANCE:**

##### **1. CALL TO ORDER**

It being 6:04 PM, the meeting being properly posted, duly called and a quorum being present, the meeting was called to order by the Chair Jim Horwath

##### **2. MEETING MINUTES:** PASSED OVER

##### **3. REVIEW OF CAPITAL PLANNING COMMITTEE CHARGE, ROLE AND PLANNING:**

Chairman, Jim Horwath and Town Manager discussed bringing forward roles, charges and planning of the Capital Planning Committee. The Chairman discussed with the committee what their concerns were. Jim Horwath discussed the process in developing a capital planning account for the town and this would need to be done through town meeting vote. Establishing a liaison between members of the committee and department heads. Jim also discussed with the committee that we establish an opening request and a close out report on the projects funded from each department. The committee needs to review the charter and By-Laws to see what they say is our role in planning and executing the requests.

##### **4. PLANNING FOR NEXT REVIEW CYCLE**

Discussion on the process of submission from individual departments making requests and what information the committee would like to see on the forms that are being submitted. Also discussed was requesting the scope of the project and outline of the plan.

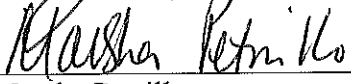
5. **OLD/NEW BUSINESS**

Justin Navarro was informed that he has gone from an alternate member to a full time member due to a resignation. Next meeting will be on July 11, 2018.

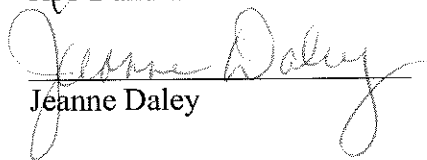
6. **Adjournment at 7:05 PM**

- a. Motion by: Barry McCloskey
- b. Seconded by: Justin Navarro
- c. Motion approved 5-0-0

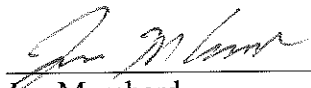
  
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Jim Horwath (Chair)

  
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Marsha Petrillo

  
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Rob Dandrade

  
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Jeanne Daley

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Barry McCloskey

  
\_\_\_\_\_  
Joe Marchard

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Justin Navarro