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MEETING MINUTES  
**CAPITAL PLANNING COMMITTEE**  
**Wednesday, August 1, 2018 6:00PM**  
SELECTMEN'S UPPER TOWN HALL  
TOWN HALL, 21 SOUTH MAIN STREET

**COMMITTEE MEMBERS PRESENT:**

Jim Horwarth  
Marsha Petrillo  
Joe Marchand  
Rob Dandrade  
Jeanne Daley

**OTHERS IN ATTENDANCE:**

Angie Ellison  
Susan Franz  
Jason Caravaggio

1. Call to Order:

It being 6:05 PM, the meeting being properly posted, duly called and a quorum being present, the meeting was called to order by the Chair Jim Horwarth

2. **Meeting Minutes:**

**\*\*Motion by Joe Marchand, seconded by Rob Dandrade, to accept the meeting minutes for June 6, 2018, July 11, 2018, as written. Motion carried 5-0-0.**

3. **Review / Preparation of Warrant Article for Capital Stabilization.**

a. **Representation from BOS to gather input. Review of discussions with Peter Demers (Fin Com).**

There is a capital stabilization fund on the books. The fund was put together in 2002 and has approximately \$2200 and change in it. The purpose is to put seed money in the Capital stabilization fund which will come from the current surplus in the town's stabilization fund. The Capital Planning Committee would like to put two warrant articles on the agenda for Fall Annual Town Meeting.

Article #1. An article to put seed money into the Capital Planning Stabilization Fund which will come from the current surplus from the Town's Stabilization Fund.

Article #2. To replace the money in the Capital Stabilization Fund from free cash after free

cash has been certified. This money would vary year to year so the committee will have a known number to work from

Town Manager told the Committee that because there is a fund established we do not need to put together any warrant articles concerning the funding.

Discussion was held between Capital Planning Committee, Town Accountant, Town Manager and Susan Franz from the BOS, on enterprise funds, free cash, and the decision on how to decide what capital projects are and what are not capital projects also what constituted the money values. One problem the Capital Planning Committee had in the past was the quality of information presented to the committee for making decisions.

**4. Old/New Business:**

**Planning for next review cycle.**

CPC goals for year. Establish criteria for submission of requests.

**Motion made by Marsha Petrillo, seconded by Rob Dandrade that the Capital Planning Committee recommend that anything above 2.5 million dollars in stabilization be transferred to the Capital Planning Stabilization Fund. Motion approved 4-1-0.**

Angie informed the committee that anything over 2.5 million dollars will be transferred into the Capital Planning Stabilization Fund. Also discussed the forms to be used by departments for the 5 year plan. This will be edited by the Capital Planning Committee. Chairman asked Angie for a listing of assets from each department in Town.

October 9<sup>th</sup> Capital Planning to give a presentation at the Department Heads meeting.

Rob Dandrade asked if there was an end report to the cycle. There was discussion on the plan to do this.


**5. Adjournment at 7:47 PM**

- a. Motion by: Marsha Petrillo
- b. Seconded by: Rob Dandrade
- c. Motion approved 5-0-0

Minutes respectfully submitted by **Jeanne Daley**.

Minutes approved by the Capital Planning Committee

Date Approved: 12/13/18

  
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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