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MEETING MINUTES
CAPITAL PLANNING COMMITTEE
Wednesday, September 19, 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
Barry McCloskey
Justin Navaro

OTHERS IN ATTENDANCE:

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:

3. Preparation of Capital Submission Requirements

A. Updated Capital Request Data Forms

Discussion on how the five year planning cycle will work and what is expected on submission on request. The Capital Planning Committee is looking to be more diligent on public oversight.

4. Planning for the next review cycle:

A. Capital Asset Listing Town manager/Dept. Heads.

- i. Vehicles
- ii. Buildings

Capital Planning Committee is looking to receive a listing of Capital Assets from the Town Manager which was supposed to come from Dept. Heads.

B. Presentation to be made to the Department Heads by Jeanne in October.

C. The committee reviewed the Capital request forms, for the five year planning and made some editing to forward to the Town Manager.

D. The evaluation process for the spring was discussed. Marsha brought up a selective criteria process and Jim talked about having a quantitative matrix for spring for selecting projects in order of prioritizing projects.

E. A discussion was had on long term planning maintenance projects. How can the departments build these into their budgets so they don't drain the Capital Planning

Account. Joe Marchand had concerns about the funding source for major projects and the Capital Planning Committee discussed resources and multiple funding sources including grants.

- F. Project completion reporting and Project close-out.
 - i. The Committee discussed that department heads coming forward with their 5-year plan need to start by giving a report on the status of projects in 2018 and where do the projects for 2019 stand. Are they completed or not. Did it come in under budget was it completed in the time it was allotted. What was done right, what would you do again and what would you change.
- G. What is happening with Library Skylight?

This project is from 2017 and it is unclear what the status is to date. The Library should be prepared to give a status on the skylight because there is an understanding that this is still not completed.

5. Old/New Business:

Jim let the Capital Planning Committee know that he scheduled the first Wednesday of every month for Capital Planning meetings in the Lower Town Hall. The next meeting is scheduled for October 3, 2018.

6. Adjournment at 7:47 PM

- a. Motion by: Joe Marchand
- b. Seconded by: Rob Dandrade
- c. Motion approved 7-0-0

Minutes respectfully submitted by **Jeanne Daley**.

Minutes approved by the Capital Planning Committee

Date Approved: 11-7-2018

Jim Horwath (Chair)

Marsha Petrillo

Rob Dandrade

Jeanne Daley

Barry McCloskey

Joe Marchard

Justin Navarro