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MEETING MINUTES
CAPITAL PLANNING COMMITTEE
Wednesday, November 7, 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

1. Call to Order:

It being 6:01 PM, the meeting being properly posted, duly called and a quorum being present, the meeting was called to order by the Vice Chair Joe Marchand.

2. Meeting Minutes:

September 19, 2018 minutes reviewed by committee all approved. Vote 5-0-1
October 3, 2018 minutes reviewed. Motion by Barry McCloskey to approve minutes seconded by Marsha Petrillo. Vote 4-0-2 Rob Dandrade and Justin Navaro abstaining.

3. Review of Departmental Presentation.

Jeanne Daley updated the committee on the presentation that was given to the department heads at their monthly meeting in October. Did the forms go to department heads on time? If not, why not, and can they go out immediately. Why has the Capital Planning Committee not received any of the capital requests back at this time?

Questions were asked how we could move forward if no one from finance or Town Manager are present at these meetings to discuss if this is feasible or valid.

4. Town Meeting Results:

Discussion on the town meeting results and the amount that is in stabilization at this time was in question. Question on why we did not receive the vehicle list that was requested from the September meeting.

5. Five-year plan preparation:

Departments were requested to submit 2-year plans for the December 2018 Capital Planning Meeting and then submit the completed 5 year plan by January. The committee shared concerns they had in ref to ad-hoc members not being present at meetings. The Committee also discussed that there is no plan for rolling stock and there is no asset listing of vehicles. Barry McCloskey said 1 ½ years ago he called the Town Managers

office and spoke with Tracy Ante asking her how many vehicles the town owned. She called him back and informed him that the town owned 99 vehicles, not all were registered or road ready but there were a little more than 60 that were on the road. Barry suggested asking the Town Manager for the listing, but Jeanne Daley and Marsha Petrillo said that the information is already there. It is put together every year for the insurance companies. There is also another listing with Town Assets listed. The other concern the Capital Planning Committee had was the information is not getting out to department heads, how is the committee going to prioritizing needs and how to move forward. Discussed projects in town that are in view and members see such as property across the street from the Town Hall, School properties that do not have adequate lighting.

6. Five year plan review.

A) Submission required by 1/7/2019. Marsha Petrillo suggested that department heads form their five year plans from the plans that were already submitted. Chairman Horwarth said due to department head turnover new department heads may have different visions changing the plan.

Jim Horwarth said that the committee will be looking for department heads to present the 2-year plans, 3-5 year plan and report on the projects from the past 2 years. And any projects have been changed why the add-ons and why the deletions of the projects that were on the previous 5 year plan. Joe Marchand said we need a pilot and a pilot agreement so we can forecast out for the future.

7. Old Business:

No old business;

8. Adjournment at 7:35 PM

- a. Motion by: Joe Marchand
- b. Seconded by: Justin Navaro
- c. Motion approved 7-0-0

Minutes respectfully submitted by **Jeanne Daley**.

Minutes approved by the Capital Planning Committee

Date Approved: _____



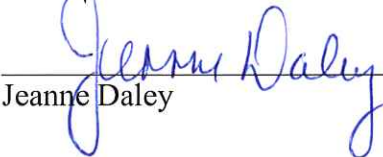
Jim Horwath (Chair)




Marsha Petrillo



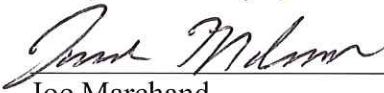
Rob Dandrade



Jeanne Daley



Barry McCloskey



Joe Marchand

Justin Navarro