

Capital Planning Committee
February 23, 2023 Meeting Minutes
Via Zoom

CALL TO ORDER

Committee Chair Jonathan Barry called the meeting to order at 7:01 PM. The following persons were present: Chair Jonathan Barry, Jonathan Loer, Peter Jurmain, Mark Conroy, James McCaffrey, Craig Schultze, and Mike Guzinski and Karen Bouret DeMarzo from Town Administration, John Engler from Town buildings, and Kim Tolson from the Library.

SCHEDULED BUSINESS

- I. Discussion with Library and Town Buildings representatives on capital planning requests
Library Director Kim Tolson discusses the capital requests for FY24. The most significant being the lighting system upgrade. She also discusses the library “envelope” capital requests including repairing the 3 entries, repairing of the patch on the roof that was done incorrectly, and fixing the leak of the internal gutter system.
Mike Guzinski, Karen Bouret DeMarzo, and John Engler discuss the HVAC updates to the VMB building. (\$75,000)
- II. Review of other capital planning requests received
The Committee discussed the capital requests they received so far. Mr. Guzinski noted 2 new requests for the school including wireless upgrade and data center/server upgrade.
Mr. McCaffery questioned if Tri-County School should be on the list because of the potential heavy cost to the Town.
- III. Discussion of potential updates to master capital planning workbook
The Committee discussed the workbook and items for the next few fiscal years.
- IV. Review of potential changes to capital planning bylaw
Mr. McCaffery discussed his proposed changes including changing the title from Capital Improvement Plan to Capital Planning Committee, adding the Finance Director as an ex-officio non-voting member, defining in the bylaw “items expected to cost 25,000 or more not in the departmental budget”, defining the committee will provide a prioritized list to the Select Board for Town Meeting.
- V. Any other business

ADJOURNMENT

Mr. Schultze made a motion to adjourn at 8:54 PM. Mr. Jurmain seconded the motion. Chair Barry polled the Committee and the motion passed unanimously.

Respectively submitted by Victoria Schindler