

Capital Planning Committee

May 7, 2020 Meeting Minutes
Remote meeting via Zoom

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 6:42 PM. Those present included Mr. Barry, Peter Berube, Jim McCaffrey, Kerri Roche, John Corcoran Town Administrator Mike Guzinski and Finance director Carole Johnston.

The group reviewed and approved minutes from the April 21, 2020 meeting with all members voted in favor with none opposed.

Mr. Barry presented an updated version of the master capital planning workbook which included various updates that had been made by Ms. Johnston as well as additional updates made by Mr. Barry. The workbook was reviewed in detail with a number of edits made, based on the discussion. It was suggested that future versions of the workbook include a tracking mechanism that would identify the year requested and the year funded. For items that had been identified in prior years as a FY 2021 priority but were not included with the department most recent requests, it was decided to move them to FY 2022.

Chief Soffayer joined the call to discuss the potential need for new automated crosswalk signals. He noted that there were currently only 3 crossing guards, and one of them was likely to retire in the near term. He also indicated the role has become increasingly difficult to fill and the automated signals would eventually eliminate the need for guards, and would also run 24/7, which would improve overall safety. The group agreed to add this item to the capital planning list, and agreed it was a relatively high priority.

Mr. Barry also presented a first draft of the workbook to be used to determine priority scores for the various projects. The group did a preliminary review of the workbook, but in the interest of time, decided to set another meeting on May 12 to go through the prioritization process in more detail. The ultimate goal was to get a draft of the capital planning committee's recommendations to the finance committee by May 13.

The meeting was adjourned at 8:50pm.