

Capital Planning Committee  
March 8, 2022 Meeting Minutes  
Veterans Memorial Building  
Via ZOOM

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 6:30 PM via ZOOM. Those present included Committee Members: Peter Berube, James McCaffrey, John Corcoran, Erin Underhill, Town Administrator and Finance Director, Carol Johnston

SCHEDULED BUSINESS

- I. Finalize Capital Project Rankings for FY23

**The Committee discussed ZOOM vs. in Person meetings. It was decided that they would stay with the ZOOM platform for now.**

**REVIEW OF PRIOR MEETING MINUTES**

**Committee Member, Pete Berube made a motion to approve the Capital Planning Meeting minutes of January 11, 2022 as written. Committee Member, Erin Underhill seconded the motion. Chair Barry took a roll call vote and the motion passed unanimously.**

**Committee Member, Erin Underhill made a motion to approve the Capital Planning Meeting minutes of February 1, 2022 as written. Committee Member, Pete Berube seconded the motion. Chair Barry took a roll call vote and the motion passed unanimously.**

**Chair Barry stated the agenda items: finalize the rankings and discuss the process for submitting the draft report to the Select Board and Finance Committee. The next Capital Planning Committee meeting is scheduled for March 15<sup>th</sup>. It was decided to plan on April 6<sup>th</sup> for submitting to the Finance Committee and 11<sup>th</sup> with the Select Board.**

**There was discussion regarding the non-capital (2022 I/I Investigation and Water System Flushing Services and deferred items (COA Vehicle).**

**The Committee further discussed and revisited the items on the priority worksheet that were addressed at the previous CPC meeting on 3/1/22 they had with the Department Heads. Some adjustments were made to the worksheet.**

**Pete Berube will draft a memo and send to the Chair regarding clarification of school items.**

**Chair Barry made a motion to adjourn at 8:15pm. The motion was seconded by Pete Berube. Chair Barry took a roll call and the motion passed unanimously.**

**Respectively submitted by Maureen Canesi.**