

Capital Planning Committee

September 15, 2020 Meeting Minutes
Remote meeting via Zoom

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 6:31 PM. Those present included Mr. Barry, Peter Berube, Jim McCaffrey, John Corcoran Town Administrator Mike Guzinski and Finance director Carole Johnston.

The committee reviewed meeting minutes from the May 7 and May 12 meetings and Mr. McCaffrey moved to approve the minutes as written. All members voted in favor with none opposed.

Mr. Guzinski gave the committee an overview of the schedule leading up to the November 7 town meeting. The Select Board will be approving the final warrant for the meeting on October 5, and the Finance Committee is likely to meet on or about September 28, so the Capital Planning committee will want to make sure their recommendations are finalized by the 28th, which leaves about 2 weeks. Mr. Guzinski also noted that the Town's free cash allotment was not yet certified but should be known in the next week or two. Accordingly, the committee agreed to meet on September 24th, and sometime the following week (time and date TBD).

The committee discussed a number of capital requests that had been received, including:

- Turnout gear for the fire department
- SCBA bottles for the fire department
- A new dump truck for the DPW
- A new pickup truck for the DPW
- An HVAC air quality assessment for the school
- A new cruiser for the police department
- A sewer/irrigation study for the DPW
- Tree removal for the DPW
- A salary survey for the Town Administration

The committee decided that the tree removal and salary survey requests should not be treated as capital items and should be dealt with within departmental budget requests. The committee agreed that they would go through the ranking process for these capital projects at the next meeting which would also include capital projects that were considered in the spring but deferred.

Mr. McCaffrey let the committee know that the costs for the DPW building were coming in over budget and the permanent building committee was meeting to discuss further. He also noted that the State had agreed to pay for repairs to the Dover road bridge, which was a significant item on our capital plan, and work would commence in the next few weeks.

The meeting was adjourned at 7:23pm.