

Capital Planning Committee

September 24, 2020 Meeting Minutes
Remote meeting via Zoom

Call to Order: Committee Chair Jonathan Barry called the meeting to order at 7:06 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 September 15 meetings and Mr. McCaffrey moved to approve the minutes as written. All members voted in favor with none opposed.

The committee discussed key dates leading up to the November 7 town meeting. In particular, the Finance Committee is scheduled to meet on September 30, and the committee needs to have recommendations finalized prior to that, so the committee agreed to meet on September 29.

Ms. Johnston indicated that the Town's free cash allotment was estimated to be about \$653,000, although after taking into account various items that funds were already dedicated for, there was approximately \$131,000 left for capital needs.

The committee then went through the prioritization ranking process for the following items:

- A new dump truck for the DPW
- A new pickup truck for the DPW
- A new cruiser for the police department
- A sewer/irrigation study for the DPW

These items all scored relatively high priority scores with the irrigation study ranking highest. The committee had previously scored the turnout gear and SCBA bottles for the fire department, which also had high prioritization scores.

The committee was unable to rank the request from the school department for HVAC repairs and modifications, as the committee did not have sufficient information on the project to do so. The committee agreed to speak with the school department the following week to get more information.

Mr. Barry indicated that he would update the capital planning report to reflect the prioritization scores and share with the committee at the next meeting.

The meeting was adjourned at 8:29pm.