CAPITAL PLANNING ADVISORY COMMITTEE MEETING MINUTES  
Wednesday, December 11, 2019 @ 4:00pm

1.) The meeting was called to order at 4:30 PM
2.) In attendance for the Committee
   a. Steve Lane
   b. Don Koski
   c. Mike O’Rourke
   d. David Manugian
3.) Other attendees
   a. Anna Eliot, Park Commission
4.) Mr. Lane asked for review and approval of the 12/2/19 draft minutes
5.) Corrections were made and minutes were approved as amended – motion by Mr. Manugian, seconded by Mr. Koski, approved 4-0-0
6.) The Committee discussed that the Town Manager had reduced the capital budget from the original requests of $923,770 received 11/29/19 to $509,170 received 12/9/19.
7.) The Committee had a number of questions:
   a. Why move out the refurbishment of Engine 1? Based on the urgency suggested by the Chief shouldn’t we move out Engine 5 two years? In other words, refurbish Engine 1 in FY22 and refurbish Engine 5 in FY23
   b. For the Library where has the foundation work been moved to? Shouldn’t we move forward envelope and foundation repairs (FY21) and move back parking lot repairs (FY22).
   c. Can the Committee get a copy of the 2018 engineering assessment for the Library building envelope?
   d. Why was the Master Plan delayed for a year?
   e. Why was the jet ski request completely removed?
8.) Notwithstanding answers to the question above, the Committee was generally comfortable with the revised plan the Town Manager provided
9.) The general consensus was that if cuts to the proposed capital budget of $509,170 were made the Committee recommends considering the following items:
   a. Remove the purchase of a police department pickup truck
   b. Remove the municipal facilities general repairs item
   c. Remove the Park Commission capital. Many of their expenses seem to be more appropriate for an operating budget rather than capital.
10.) For next steps the Committee agreed to have Mike Chiasson come in to discuss the IT capital budget, and requested the engineers’ report for the library
11.) The Chair also will let the Town Manager know about the recommendation of the Committee regarding the Fire Department, Library, and potential projects to be removed
12.) The next meeting was set for 12/19/19 at 4 PM

Motion made to adjourn meeting made by Lane, seconded by Haggerty.

Meeting was adjourned @ 5:30pm

Minutes submitted by: David Manugian

Approved: ____________________________  
Stephen Lane, Chairman

Date Approved: January 21, 2020