

**MINUTES**  
**CAPITAL PLANNING ADVISORY COMMITTEE**  
**September 14, 2020**

Meeting Held Virtually on Zoom Pursuant to Governor Baker's Executive Order Concerning the Open Meeting Law

Present: David Manugian, Mike O'Rourke, Scott Haggerty  
Also Present: Mark Haddad – Town Manager, John Croteau  
Absent: Don Koski

Mr. Manugian called the meeting to order and reviewed the Agenda.

The Committee interviewed John Croteau to fill a vacancy on the Committee. Mr. Croteau has extensive background in municipal finance as he served for many years on the Pepperell Finance Committee, six of which he served as Chair. He thought he would be a good fit on the Committee.

Mr. O'Rourke moved that the Capital Planning Advisory Committee recommend to the Select Board that Mr. Croteau be appointed to fill the vacancy on the Committee. Mr. Haggerty seconded the motion. The Committee voted by roll call as follows: Haggerty – aye; O'Rourke – aye; Manugian – aye.

Members of the Committee explained their perspectives about the intent of the committee and its goals, including completing the inventory. Mr. Haddad asked if the members could have their updated inventories to him by early November. Members of the Committee agreed that it was likely possible and agreed to provide to Mr. Haddad the lists from each individual to create a final overall asset update.

Mr. Manugian asked Mr. Haddad to fill in the Committee on his view of developing the FY 22 Capital Plan. He discussed the possibility of putting off some maintenance items if necessary but emphasizing the need for a major fire engine overhaul and other matters that need to be addressed. He would like to present the draft plan to the Committee at their next meeting and discuss how to formulate the new plan.

Mr. Manugian stated that he would also like the Committee to review the Charge of the Committee to determine if any changes are necessary.

The Committee set their next meeting for October 5<sup>th</sup> at 5:00 p.m. at which time they will review the draft plan and Charge.

Minutes were approved for the July 20, 2020 meeting.

Being no other business, the Committee adjourned at 5:30 p.m.

Respectfully submitted,

Scott Haggerty, Clerk