

**MINUTES**  
**CAPITAL PLANNING ADVISORY COMMITTEE**  
**October 5, 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, John Croteau, Don Koski  
Also Present: Mark Haddad – Town Manager, Dawn Dunbar – Executive Assistant

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

Mark Haddad reviewed the updated Capital Plan for FY 2022 and his input on some of the assets and his suggestions as to what he felt were items that were priorities and some already committed. He asked the Committee what information would be most helpful to assist in the process. Don Koski asked about how the COVID – 19 Pandemic was being handled. Mark Haddad explained at length how the town received a million plus dollar grant and gave the details of how it was dispersed. John Croteau asked about the possible removal of the command vehicle from the list for the FY 2022 budget. Don Koski asked what Mark would prefer from the Committee as to recommendations. Mark Haddad said he would prefer that the Committee focus on prioritizing the assets and requests for the next Fiscal Year.

The Committee set the next meeting for October 27 at 4:30 in which they would meet with the various Department Heads to review their requests and establish the Committee's recommendations for FY 2022. Don Koski asked about the school budget funds. Mark Haddad explained the issues with their funding and that there was 264k in their Stabilization Fund. Their actual budget request for FY 2022 is about \$575k. The Town may need to use Free Cash to fund the total Capital Budget of the School District.

David Manugian then reviewed the Charge of the Committee and asked if the Committee wanted to see any changes to the Charge. Don Koski felt that the Committee should add an item explaining the procedure for bringing in a new committee member. Mark Haddad explained that there already was a policy set by the Select Board. Mike O'Rourke brought up how the original charge calls out buildings. Mark Haddad explained that there has not been much activity recently with the town buildings and that recent projects were completed or being completed prior to the committee being formed. He asked to send him any changes that the Committee wanted to suggest and he would bring it to the next meeting. The Committee discussed the Complete Streets committee and whether or not they should be added to the capital asset plan. Mark Haddad and Mike O'Rourke expressed their opinions on the matter and David Manugian would forward some language to Mark Haddad as to how that would be handled.

Minutes were approved for the September 14, 2020 meeting.

Being no other business, the Committee adjourned at 5:45 p.m.

Respectfully submitted,

Scott Haggerty, Clerk