

**CAPITAL IMPROVEMENTS PLANNING COMMITTEE
MINUTES**

Thursday January 4, 2024

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Committee Members Attending: Richard Brewer, Chair, representing the Select Board; Cindy Brown, Finance Comm; James Hartnett, Town Administrator; Muriel Kokoszka, Finance Representative; Susan Brayton, Treasurer; Theodora Gabriel, Assessors, and Nicole Pearsall, Town Accountant

Absent: Brian Valcourt, Construction Rep; Melissa Pacheco, School Committee

Handouts: Capital Improvement Spreadsheet

Meeting called to order at 3:30 pm by Richard Brewer, Chair

Next Meeting January 11, 2024 at 3:30 PM

1. Review, evaluate and rank capital requests FY2025

The Chair discussed the draft of the Five-Year Capital Plan and requested that any comments be submitted to Mr. Hartnett by Wednesday, January 10. There was also discussion about the Capital Stabilization Fund and its importance in funding capital projects in future years.

In ranking capital projects, it was suggested, based on the certification of free cash, that we use a number of around \$1 million for planning purposes. Projects that have another source of funding (e.g., cemetery perpetual care funds) should also be pursued but will be separate from those projects requiring free cash funding.

The committee then agreed on a number of high-ranked projects totaling approximately \$600,000. They include two police cruisers, town beach projects, fire forestry truck, a highway truck and others. It was decided the schools have a number of capital needs and an overall \$400,000 be allocated among a number of listed projects. The selection of projects will be up to the schools and will include only those items submitted on their list of needs for FY2025.

2. Topics not reasonably anticipated forty-eight (48) hours in advance of the meeting.

There were none.

3. Approve Minutes - December 14, 2023

Motion to approve the minutes of December 14, 2023 was made by Mr. Hartnett and seconded by Ms. Pearsall. The committee approved these minutes unanimously.

4. Adjourn

A motion to adjourn was made at 5:05 pm and approved unanimously. The Chair declared the meeting concluded.

Respectfully submitted,
Richard W. Brewer, Chair

Approved: January 11, 2024