

MEETING MINUTES
CAPITAL PLANNING COMMITTEE
Wednesday January 22, 2020
ACCOUNTING CONFERENCE ROOM
TOWN HALL, 21 SOUTH MAIN STREET

COMMITTEE MEMBERS PRESENT:

Marsha Petrillo
Jeanne Daley
Justin Navarro
Barry Desruisseaux

OTHERS IN ATTENDANCE:

Steven Sette
Lisa Troast

1. Call to Order:

Meeting was called to order by Steven Sette at 6:00pm EST.

2. Meeting Minutes:

Committee Reorganization. Jeanne was nominated for Chair by Justin, seconded by Barry. Marsha was nominated Vice Chair, and Justin nominated Secretary. All were nominated unanimously.

With Steven and Lisa present, the committee discussed the following:

1). Potential changes to next CPC Request cycle: Requiring quotes, Completion Time stipulations, Monthly Reports.

2). Discussion on implementing interim Town Manager's suggestions.

3). Discussion on potential walk through of buildings by CPC + Town Manager to gauge condition of items where monies are requested from CPC to repair/replace.

4). What questions should we ensure we are asking Dept. Heads for their CPC requests? (Lessons learned from last year)

Next Steps:

Town Manager will get prioritized list of Department CPC requests, from all department heads.

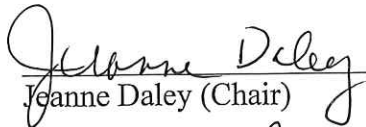
3. Adjournment at 8:00PM


- a. Motion by: Justin Navarro
- b. Seconded by: Jeanne Daley
- c. Motion approved 4-0-0

Minutes respectfully submitted by Justin Navarro.

Minutes approved by the Capital Planning Committee

Date Approved: 2/12/2020


Jeanne Daley (Chair)


Barry Desruisseaux


Marsha Petrillo

Justin Navarro