

## Minutes

### Capital Planning Working Committee

January 27, 2021

6pm

Via Zoom

#### In attendance:

All Committee Members: Nat Yohalem, Elizabeth Reynolds, John Halbreich, Mark Walker, Richard Long, Michele McAuley  
Town Administrator: Mari Enoch

#### Per the Agenda:

1. The meeting was called to order at approximately 6pm
2. The minutes, by two separate votes, of the Jan 14 and Jan 22 meetings were reviewed amended and approved as amended
3. Using the form suggested by the Division of Local Services, the Committee agreed to revisions and to use the revised version when gathering requests for new capital items. Michele will revise the form and provide to Committee members.

It was agreed that the Committee will use the accountant's asset list as a basis of surveying existing capital items. Mari will provide this to the Committee.

It was agreed that the Committee members will volunteer or take assignments of departments. The members will meet with the Department head/board/commission, who makes decisions on behalf of the department, to

- a. Gather information on anticipated requests for new capital items in the next five years
- b. Survey the current assets and ascertain capital maintenance/replacement that needs to be undertaken in the next five years

Once interviews and information gathering is complete, members will contact Michele and, once all are complete, she will call the next meeting.

4. Assignments are as follows. Mari will provide contact information to Committee members.

Highway Department – Steve  
Fire Department – John  
Police Department – Nat  
Transfer Station – Michele  
Ambulance – John  
Library – Nat  
Town Hall – Richard

Tree Warden – Mark  
Parks Department – Beth  
Cemeteries - Beth

5. Meeting was adjourned at approximately 7pm.

Respectfully submitted,  
Michele McAuley