



Fairhaven Capital Planning Committee

September 23, 2014 Meeting Minutes²⁰¹⁴ OCT 22 A 8:41

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FAIRHAVEN,
MASS.

Present: Robert Baldwin, Vincent Furtado, Wendy Graves, Cathy Melanson, Jeffrey Osuch, Bill Roth, Andrew Tillet. Also present: John Roderiques.

Mr. Osuch indicated that Selectman Geoffrey Haworth, an associate member to the Capital Planning Committee, would not be present due to work commitments.

Mr. Osuch asked if there was a nomination for Chairman. Mr. Baldwin nominated Mr. Tillet for Chairman. Ms. Melanson seconded.

Ms. Graves motioned to close nominations. Mr. Furtado seconded. Vote was unanimous. (7-0).

Vote to elect Mr. Tillet as Chairman was unanimous. (7-0).

Mr. Furtado nominated Mr. Osuch to be Secretary. Mr. Baldwin seconded.

Mr. Baldwin motioned to close nominations for Secretary. Mr. Furtado seconded. Vote was unanimous. (7-0).

Vote to elect Mr. Osuch to Secretary was unanimous. (7-0).

General discussion on the Capital Planning Committee's responsibilities ensued and Mr. Osuch distributed a copy of the bylaw to all the members.

All anticipated capital purchases, projects, and equipment of \$20,000 or more must be submitted to the Committee (excluding items that are within the School Department budget). All money articles are to be reviewed by the Committee.

Discussion continued on meeting dates. All agreed to meet the first and third Tuesday of each month at 4:00 p.m. in the Town Hall. Extra meetings will be scheduled if needed.

A request was made by the Committee to obtain a listing of all Town vehicles, Town buildings, and Town debt – Ms. Graves and Mr. Osuch will provide.

Discussion ensued on vehicle/equipment to be listed in one article if \$20,000 or greater. Examples include police cars and BPW equipment. There will also be one article for Capital Improvement at Town Meetings that list all items.

General discussion ensued on the amount of money that may be available to FY16 for equipment purchases and capital projects. The estimate at this time is \$1.1 to 1.2 million.

Committee reviewed draft letter to be sent to department heads with a deadline of October 15 for lists of anticipated equipment/projects. Submitted requests should be listed by priority.

Ms. Graves motioned to send memo to all affected departments. Ms. Melanson seconded. Vote was unanimous. (7-0). Mr. Tillet signed the memo. Mr. Roth asked that the Planning Board be included in the memo distribution.

General discussion continued on budgets versus capital improvements. The Committee members discussed considering 2-3% of the Town budget (\$900,000 to \$1.2 million) should be used for equipment and capital projects.

Next meeting of the Committee will be Tuesday, October 21 at 4:00 p.m.

Ms. Melanson motioned to adjourn at 5:10 p.m. Mr. Baldwin seconded. Vote was unanimous. (7-0).

Respectfully,



Jeffrey W. Osuch
Secretary

(Minutes approved 10/21/2014)