

**Town of Fairhaven  
Capital Planning Committee  
January 08, 2026**

**Present**

Vincent Furtado  
Anne Carreiro  
Keith Hickey  
Robert Grinrod  
Tara Kolher  
Cathy Melanson  
Pat Carr (non-member)

FAIRHAVEN TOWN CLERK  
RQD 2026 JAN 18 AM1118

**Absent**

**I. Call to Order**

Mr. Furtado called the meeting to order at 2:30 p.m.

**II. Approval of Minutes**

**A. January 24, 2025**

Ms. Melanson motioned to approve the minutes from January 24, 2025. Ms. Kolher seconded. Vote: Mr. Furtado, Mr. Grinrod, Ms. Kohler, Ms. Carreiro, Mr. Hickey and Ms. Melanson in favor. Vote Passes 6-0.

**III. Item for Action**

**A. Review process for evaluating and prioritizing capital improvement projects**

The Capital Planning Committee met to review and improve their process for evaluating and prioritizing capital improvement projects for fiscal year 2027. The committee discussed the need for better coordination with the Community Preservation Committee, development of a comprehensive 5-year plan and implementation of stricter guidelines requiring departments to provide detailed justifications and explore alternative funding sources before submitting requests.

Further discussion involved contacting the Department of Revenue's financial management bureau to request best practice templates or guidance for 5-year capital improvement planning and requiring departments to provide more detailed justifications in their capital request paperwork, including exploration of alternative funding sources before submission.

Lastly, the group discussed the process to develop a more coordinated, staff-driven capital plan for future years, including interdepartmental review and prioritization before presentation to the Capital Planning Committee.

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**IV. Set Date for the Next Meeting**

Ms. Kohler motioned to set the next meeting on January 15, 2026 at 1 pm. Ms. Melanson seconded. Vote: Mr. Furtado, Ms. Kohler, Mr. Grinrod, Ms. Carreiro, Mr. Hickey and Ms. Melanson in favor – passes 6-0.

**V. Adjourn**

Ms. Carreiro motioned to adjourn the meeting at 3:32 p.m. Ms. Melanson seconded. Vote: Mr. Furtado, Ms. Kohler, Mr. Grinrod, Ms. Carreiro, Mr. Hickey and Ms. Melanson in favor – passes 6-0.

Respectfully submitted,

*Rebecca L. Vento*

Rebecca Vento  
Office Manager

Minutes approved on January 15, 2026