



Town of Mendon

Capital Planning Committee

Mendon Town Hall
20 Main St.
Mendon, MA 01756

Members

Matthew O'Brien
Henry Marshall
Christopher Burke
Norman Round
Jay Byer

Capital Planning Committee Meeting – October 17, 2019, 7:15 pm.

Members Present – Norman Round, Jay Byer, Henry Marshall

Others Present – None

1. Meeting called to order at 7:15 by Jay Byer
2. Motion to approve minutes from September 24, 2019 by Jay Byer, second by Henry Marshall, passed by majority.
3. Review Capital requests in spreadsheet sent by Kimberly Newman, and determined which requests have already been taken care of. This includes looking at the balances in each account relevant to the Capital Planning Committee
4. Review the Capital Planning Committee's charge which is defined as "Capital Planning Committee: the Capital Planning Committee is charged with the identification and evaluation of the Town's capital needs above \$25,000 with a useful life of five years or more. It helps coordinate community planning for physical development." Additionally: "No action shall be taken on a Capital Expense without a recommendation from the FinCom. The FinCom will consult with the Capital Planning Committee prior to making its recommendation."
5. Make plan on next steps including reaching out to each department, inviting department heads to meetings, and reviewing each department's capital needs. After this is done we will prioritize each capital need as defined in the Capital Planning Committee's charge and create a 5 year plan. This 5 year plan will be presented to the finance committee and BOS so they can better prioritize Capital expenditures.
6. Decided to set meeting dates in January in next meeting (November 7, 2019).
7. Motion to adjourn at 8:12pm by Henry Marshall, seconded by Jay Byer, passed by majority.