



# 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

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### Capital Planning Committee Meeting - November 7, 2019

**Members present - Jay Byer, Norm Round, Matt O'Brien, and Henry Marshall**

**Others present – Andrew Jenrich and Amy Fahey**

1. Meeting called to order at 7:16pm by Jay Byer
  2. Review and discuss Capital requests by Taft Public Library:
    - Discussed 25k feasibility study funds pending for rectory to find limitations of current building and possible renovation or demolition. This is at top of list.
    - Parking lot is striped and marked but a resurfacing was never done when the library opened. Needs to be resurfaced and marked/striped. About \$18,000-\$25,000. (Committee could only make recommendation if estimate above \$25,000)
- Other items discussed under \$25,000:
- Discussed new circulation and patron computers totaling \$13,500-\$16,000, and suggested this should be in operating budget. Jay reminded Andrew that we can only make recommendations on items more than \$25,000.
  - Vinyl fencing around grass area in front of rectory
  - Sign and spotlight replacement (no cost yet) but going through Signs Plus. Sign currently only a couple years old but might want to replace with programmable LED sign.
  - Committee concluded that none of the capital requests fall into the Capital Planning Committee's jurisdiction besides perhaps the paving project (dependent on the quote).
3. Motion to approve minutes from October 17, 2019 at 7:50pm by Jay, seconded by Henry, and approved unanimously
  4. Reviewed and discussed Capital requests submitted by Senior Center
  5. Discussed setting up meeting with economic development committee so we can be on the same page regarding town's revenue and expenses (capital needs).
  6. Discussed systemizing a policy for requesting capital needs by departments including the possibility of creating a form linked to the capital planning committee's page on the Town of Mendon's website.
  7. For next meeting on November 26, 2019:
    - Henry will create and update an excel sheet to keep track of capital needs by department which will be used in the later stage of prioritizing requests.
    - Jay will work on form for website for departments to submit capital needs.
    - Review water commission and parks department capital needs
  8. Community comments - none
  9. Motion to adjourn at 8:10pm by Henry, seconded by Norm, approved unanimously.