



# Town of Mendon

## Capital Planning Committee

Mendon Town Hall  
20 Main St.  
Mendon, MA 01756

### Members

Matthew O'Brien  
Albert Crisfield  
Norman Round  
Jay Byer  
Richard Schofield

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May 15, 2018

The meeting was called to order at 6:11.

#### **1. Organize the Committee**

- Motion by Rich Schofield to appoint Matthew O'Brien as Chair, seconded by Jay Byer.  
Motion passed unanimously
- Motion by Rich Schofield to appoint Jay Byer as Secretary, seconded by Matt O'Brien  
Motion passed unanimously

#### **2. Establish a Plan – Discussion**

- Committee will look at Upton's Capital Plan, research other town plans.
- Rich will provide the previous plan established a few years ago.
- Matt will reach out to town departments to let them know the committee will be contacting them about their needs and priorities. Departments to be contacted are Highway, Police, Fire, Parks, Town Hall, Senior Center, Library, and Historical (Records Room and Museum).
- Rich will provide the FY2019 Budget workbook that lists "wants" from the most recent budget cycle
- Jay will provide the MURSD list of potential needs that may impact the town's priorities.

#### **3. Establish a meeting cadence – Discussion**

- Next meeting scheduled for Tuesday June 12, 6:00 pm at town hall. Matt will post it.
- Committee will meet monthly on Tuesdays, to be determined at the June meeting.

#### **4. Discuss Responsibilities and goals of the committee – Discussion**

- Create a capital plan for the town
- Prioritize the plan within departments and at a town level.
- Make recommendations to town for consideration
- Propose a financial plan to support capital needs.

#### **5. Discuss the form and format of committee output – Discussion**

- Develop a draft to discuss with the Board of Selectman by November 2018 if possible.
- Issue a report for the 2019 Town Report

A motion by Rich Schofield to adjourn the meeting at 6:54, seconded by Jay Byer.  
Motion passed unanimously