

## MINUTES

### Capital Outlay Committee October 20, 2010

Present: Chair, Bob Pelosky, Vice Chair, Jim Wick, Ceil Downey, Connie Mooers,  
Absent: Agnes Chatelain, Bill Savicki  
Liaison Heidi Schadt, Assistant Town Administrator, Sandy Fife, Town Administrator,  
Rick White, Town Clerk, Terri Bunce

Articles passed out at the meeting included the following:

- Capital Outlay Committee Agenda
- Capital Outlay Committee Liaisons 2010-2011
- Office of the Attorney General-PressRelease
- Hiab Marine crane 6 Tons/meter capacity
- Backup material for Princess Beach Capital project
- Year to date Budget Report
- Five Year Draft Plan
- 2012 Requests

Town Administrator, Rick White discussed the framework of the five year Capital Plan. The plan will be available prior to Thanksgiving and will share the structure with us. He expressed some concerns that he would like to “universalize” such as equipment strategies. There is a need for justification of what the needs are and the possibility of sharing equipment within departments. We have progressed over this past year but there is room for further improvement. The Old Police Station and Town Hall are both capital projects. All buildings need to be up dated, there is a need to develop a strategy to deal with these issues. He stressed the importance of convincing the Board of Selectmen and the Finance Board this is what we have and can build upon.

Town Clerk, Terri Bunce discussed the Open Meeting Law changes. There is an Attorney Generals Mandate that the public needs to be more aware of Open Meetings. We need to have more information on meetings, titles, etc. town website must in compliance with this mandate. We must keep listings of all data passed out at meetings for public to view.

Town Accountant, Mary Ann Gibbs was on vacation so Assistant Town Administrator, Sandy Fife shared year to date Budget report. One of the items discussed was we need the status of the articles, update and what is the need to carry this particular item forward.

2012 - Meeting Schedule, Chair, Bob Pelosky stated we will meet every Wednesday with the exception of 11/24 at 4:00P.M.

Assistant Town Administrator, Sandy Fife reviewed the Capitol Outlay Manual with the Committee.

Liaison Discussion- Chair, Bob Pelosky discussed that we will have a new member on board and that Patrick McDowell had resigned from the Committee.

Meeting adjourned at 5:40P.M.