



**Capital Planning Committee**  
272 Main Street Townsend, MA 01469

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FEB 07 2020  
TOWN OF TOWNSEND  
TOWN CLERK

Mark Hussey, Chair      Chris Nocella, Vice Chairman      Steve Spofford, Clerk  
Jerrilyn Bozicas, Member      Veronica Kell, Member      Don Klein, Member

**CAPITAL PLANNING COMMITTEE MEETING MINUTES**  
**1/29/2020 – Selectmen's Chambers, 6:00 pm**

**I. PRELIMINARIES:**

- 1.1 Chairman Mark Hussey (MH) Called meeting to order at 6:00pm
- 1.2 Roll call: Mark Hussey (MH), Chris Nocella (CN), Don Klein (DK), Jerrilyn Bozicas (JB), Steve Spofford (SS), Veronica Kell (VK)
- 1.3 Chairman's Additions or Deletions: None
- 1.4 Review mail if applicable: None.
- 1.5 Member Update: Sending letter to member Lynn Garafola to notify her that the committee is declaring her seat vacant per Capital Planning Committee policy.
- 1.6 Meeting Minutes of Jan 22, 2020 read and approved.

**II. MEETING BUSINESS: - Votes may be taken.**

**2.1 Meet with Jim Kreidler (town Administrator) (TA):**

- 2.1.1 Recommended tweaking Committee policy's upper limit. We need to have a cap.
- 2.1.2 Recommended using town accountant (Lauri) (LP) to find depart. projects that are completed with monies left over, that then, could be pulled and put back into Capital Planning.
- 2.1.3 To answer (VK) questions. Went over, where and how, the monies come from that end up in the Capital Plan account.
- 2.1.4 Round table discussion followed including available grant monies and how to get them.
- 2.1.5 (TA) is checking into (4) areas of committee concern and will bring a report back.
  1. Any remaining balances specifically left in any of the prior (3) year joint Fire-Police \$174k appropriations
  2. Outstanding articles (both capital & other) that have balances by year, project/item and Balances.
  3. Water Enterprise retained earnings and other available funds for capital use.
  4. General stabilization balance.
- 2.1.6 It was recommended that we should know each year, what and where, the monies available to Capital Planning are before the committee discusses the departmental requests.
- 2.1.7 Explained that leasing means money from the budget has to be set aside, each year, of a departments lease agreement.

**2.2 Discuss and rate FY 21 capital requests:** Went over a multitude of ways to proceed (no votes taken).  
Discussion will continue at the next meeting.

**2.3 Review/set next meeting:** 2/05/2020

**III. ADJOURNMENT:** Motion made by (JB) and seconded by (DK) All in favor.  
Meeting adjourned at 7:44pm

APPROVED 2-5-2020