

CAPITAL FACILITIES PLANNING & BUDGETING COMMITTEE
PRELIMINARY DRAFT
Meeting Minutes
Friday, August 12, 2011, Tracy Hall - Multipurpose Room

This set of minutes has not been reviewed or approved by the Committee

Members Present: Tom Gray, Neil Fulton, John Lawe, Evan Pierce, Barry Rotman

Members Absent: Ed Childs, Tom Sterling, Bob White

Secretary: Tom Gray **Others:** Pete Webster

Tom Gray, Chair, called the meeting to order at 8:08 am.

1. Review of Agenda. The agenda was approved by consensus.
2. Public Comments. None.
3. Review of Information Received / 4. Determine Information Still Needed. Fulton guided the committee through a line-item review of information received today from various Town Departments. While considerable progress has been made in obtaining information, there are still some items and some background justifications that have not been submitted.
5. Revise Future Meeting Schedule. Fulton provided a draft future meeting schedule. The Committee discussed the schedule, but took no definitive action.
6. Preparation for Second Public Forum. The Second Public Forum, tentatively proposed for Wednesday, August 17, will be postponed until the Committee is ready to provide a complete list of proposed capital projects and ask for additional ideas from the public. In addition to scheduling a Forum to collect ideas, the Committee will prepare and send an e-mail to the town lists with a cover letter asking for ideas and including a simplified proposal form. Gray will draft the cover letter and Fulton will draft the simplified proposal form.
7. Discussion of Agenda for Next Meeting. The next meeting will review the draft letter to the public and any additional capital project proposal information that has been submitted.
8. Review Minutes of June 23 Meeting. **Rotman moved (Pierce second) to approve the minutes of the June 23 meeting. Motion passed unanimously.**
9. Adjourn. The Committee adjourned at 9:10 a.m.

Adopted by the Committee August 18, 2011.

Tom Gray, Secretary (Acting)

Tom Gray, Chair

Future Meetings: Thursday, August 18, 2011, at 8:00 am