

**Draft**

**Minutes of the 17 January 2019 meeting of the Capital Planning Committee.**

**Attending were Tom Howard, Nick Orem, Stuart Meurer and Marshall Jespersen, chairman.**

**The meeting was called to order at 7:00 am. The meeting was held in the hall as the town offices were locked. No video recording was made of the meeting.**

**The minutes from the 6 December meeting were reviewed and corrected and a vote to approve the minutes as corrected was unanimous.**

**There were no new requests to consider.**

**The committee reviewed the Capital Plan of June 2017 and parsed out areas of inquiry for purpose of updating the plan. Nick Orem and Stuart Meurer agreed to interview the Police Department personnel as well as the DPW personnel. Tom Howard will work with the Town Administrator on Town Hall projections and Marshall Jespersen will work with the School Administrator and the Fire Department.**

**Marshall Jespersen will also propose a spreadsheet format for tracking the forecast of future capital requirements.**

**Our next meeting is scheduled for 14 February at 7:00 am in the Town Hall at 12 Kent Way, Byfield.**

**There being no further business before the committee a motion was made, seconded and passed to adjourn at 7:25am.**