A meeting of the Capital Improvement Planning Committee (the “CIPC” or “committee”) was called to order on Wednesday, January 29, 2020 at 7:15 a.m. in the Carol Blute Conference Room at Milton Town Hall. Members present included Amy Dexter, Michael Hale, Douglas Scibeck, Elaine Craghead, Bill Ritchie, John Folcarelli, Richard Wells, Jr. and Lorraine Dee. Member April Anderson was absent. Also in attendance was Michael Dennehy, Town Administrator.

**DISCUSSION:** The CIPC and Michael Dennehy, Town Administrator, discussed the FY 2021 draft capital recommendation and revisions that were made since the last version presented on January 15, 2020. The CIPC was informed by member Elaine Craghead that the capital request for School chromebooks and carts for FY 2021 had been revised from $294,300 to $180,000 and this change was reflected in the total recommendation. The difference of $114,300 will be redistributed to capital needs of the DPW and Town/School Facilities.

**APPROVED:** Richard Wells, Jr. made a motion to reduce the recommendation for the School Chromebooks to $180,000 (a reduction of $114,300 as revised by the schools) and to approve an additional $114,300 of free cash for the capital needs of the DPW and Town/School Facilities the allocation of which is to be determined by the Town Administrator, DPW Director and Consolidated Facilities Director. The motion was seconded by Michael Hale and unanimously approved by Amy Dexter, Elaine Craghead, Lorraine Dee, Bill Ritchie, John Folcarelli and Douglas Scibeck.

**APPROVED:** Richard Wells, Jr. made a motion to approve a total General Fund FY 2021 capital recommendation of $3,757,000, of which $2,757,000 is to be bonded and $1,000,000 funded with free cash as detailed on the January 29, 2020 Capital Improvement Planning Committee detail Capital budget worksheet. Michael Hale seconded the motion which was unanimously approved by Amy Dexter, Elaine Craghead, Lorraine Dee, Bill Ritchie, John Folcarelli and Douglas Scibeck.

**APPROVED:** Richard Wells, Jr. made a motion to approve a total Water Enterprise Fund FY 2021 capital recommendation of $816,700, the total of which is to be bonded as detailed on the January 29, 2020 Capital Improvement Planning Committee detail Capital budget worksheet. Elaine Craghead seconded the motion which was unanimously approved by Amy Dexter, Michael Hale, Lorraine Dee, Bill Ritchie, John Folcarelli and Douglas Scibeck.

**APPROVED:** Richard Wells, Jr. made a motion to approve a total Sewer Enterprise Fund FY 2021 capital recommendation of $1,100,000, the total of which is to be bonded as detailed on the January 29, 2020 Capital Improvement Planning Committee detail Capital budget worksheet. Elaine Craghead seconded the motion which was unanimously approved by Amy Dexter, Michael Hale, Lorraine Dee, Bill Ritchie, John Folcarelli and Douglas Scibeck.

**APPROVED:** Richard Wells, Jr. made a motion to approve a total Storm Water Enterprise Fund FY 2021 capital recommendation of $310,000, the total of which is to be bonded as detailed on the January 29, 2020 Capital Improvement Planning Committee detail Capital budget worksheet. Michael Hale seconded the motion which was unanimously approved by Amy Dexter, Elaine Craghead, Lorraine Dee, Bill Ritchie, John Folcarelli and Douglas Scibeck.

**APPROVED:** Richard Wells, Jr. made a motion to authorize the Fire Station Building Committee to spend an installment of $620,000 of the funds appropriated for the Fire Station architectural and engineering design services at the February 25, 2019 Special Town Meeting in Article 1. Elaine Craghead seconded the motion which was unanimously approved by Amy Dexter, Michael Hale, Lorraine Dee, Bill Ritchie, John Folcarelli and Douglas Scibeck.

**APPROVED:** Elaine Craghead made a motion to approve the meeting minutes of December 11, 2019, seconded by Richard Wells, Jr., unanimously approved by Amy Dexter, Bill Ritchie, John Folcarelli, Lorraine Dee, Michael Hale and Douglas Scibeck.
APPROVED: Elaine Craghead made a motion to approve the meeting minutes of December 18, 2019, as amended, seconded by Bill Ritchie, unanimously approved by Amy Dexter, Richard Wells, Jr., John Folcarelli, Lorraine Dee, Michael Hale and Douglas Scibeck.

APPROVED: Elaine Craghead made a motion to approve the meeting minutes of January 15, 2020, seconded by Bill Ritchie, unanimously approved by Amy Dexter, Richard Wells, Jr., John Folcarelli, Lorraine Dee, Michael Hale and Douglas Scibeck.

DISCUSSION: The next meetings of the CIPC are scheduled as follows:

Thursday, February 13, 2020 at 7:15 am

There being no further business before the Committee, the meeting was adjourned at 8:15 a.m.