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TOWN OF TOWNSEND  
TOWN CLERK

## Capital Planning Board Meeting December 11, 2019 at 6:00 PM

### 1. Preliminaries:

- 1.1 Mark Hussey called the meeting to order at 6:00 PM
- 1.2 Roll Call: Mark Hussy ,Chris Nocella ,Don Klein, Jerrilyn Bozicas
- 1.3 Chairman's Additions or Deletions: None

### II. Meeting Business

#### 2.1 Discuss/Review FY 19 requests:

The board discussed the Water Department request to change their capital request from a dump truck to a utility body truck. During discussion it was brought up that the need for a utility truck was more beneficial to the department and the price was the same. Votes were taken and the request passed unanimously. Another request was made by the Facilities Department to have their request for HVAC work to be performed at Town Hall be changed and given to the Facilities Department for use to obtain a new HVAC controls system for the Library. This was also voted on and passed unanimously. Don will notify the proper people of the two changes to the capital requests for Town meeting. There was discussion concerning the new system and the compatibility and expansion of the system with the proposed new addition to the Library.

#### 2.2 Reorganize positions of capital Planning:

Lindsay Morand resigned as Chairman, Lynne Garafola resigned as Clerk and Natalie Call was not reappointed by the Planning Committee but the committee has promised an appointee very soon. Mark Hussey was voted Chairman and Chris Nocella was voted Vice Chairman. The board is hoping that the Planning Board appointee will accept the Clerk position. Also it was announced that Steve Spofford was just appointed to the capital Committee by John Barret and will be at the next meeting.

#### 2.3 Member Updates/Reports: None

##### 2.3.1 Review mail if applicable: None

##### 2.3.2 Review/Set next meeting:

January 8, 2020 6:00 PM we will also meet with Town Administrator concerning FY 20 capital plan and also meet with Highway and Cemetery and Parks concerning their FY 20 capital requests.

January 15, 2020 we will meet with both Police and Water concerning their FY 20 capital requests.

January 22 we will meet with the fire department concerning their capital requests.

### III. Adjournment: 7:24 PM.

APPROVED - 1/8/2020