

*Approved
Changes.*

Capital Planning Committee

Meeting Minutes
February 5, 2019

Opening

The regular meeting of the Capital Planning Committee was called to order at time on February 5, 2019 in the Administration Building by Matrona Malik.

Present

Matrona Malik, Paula Tillman, Ellen Hundt, Steve Meyers, Tom Weber, John Blackburn, Town Marshal was not present due to adverse weather conditions.

Approval of Minutes

The minutes of the previous meeting were unanimously approved as distributed. John Blackburn abstained as he was not present at the December 4, 2018 meeting.

Open Issues

- Introduction of New member
John Blackburn was introduced and welcomed to the committee
- Election of New Chairperson
Ellen Hundt nominated Matrona Malik as chair. Tom Weber seconded the nomination. The members present unanimously voted to approve the chairmanship of Matrona Malik.
- Discussion of the Role of the Capital Planning Committee as set out in the town ordinance.

The role of the Committee is to advise the Town Council and to review the annual budget as prepared by the Town Clerk.

The Chairperson's position is an annual appointment. The term of service on the Committee is a two-year appointment. These elements are contained in the ordinance creating the Committee.

The members of the current committee are as follows: Matrona Malik, Town Council Member, Paula Tillman, Park Board Vice-Chair, Town Marshal, Police Department, Ellen Hundt, Town Clerk, Steve Meyer, Fire Department, Tom Weber, Plan Commission, John Blackburn, Member at Large.

- The previous Chair, Adam Peterson was the chair for at least 3 years. His last appointment was made by Council President ~~Norcus~~. Adam has stated that he

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will lend his support and counsel to this committee. The town recognizes his past leadership and commitment to excellence. His counsel on the work of the committee going forward will be welcomed and appreciated.

- Formal Introduction of John Blackburn, Member at Large
Mr. Blackburn is a retiree from the banking industry. His strong suit is accounting.

New Business

- Ellen Hundt, Clerk announced that there was an opportunity for a new grant from the ORCA. Unfortunately, the grant application window is very short. The application deadline is February 20, 2019. Steve Meyer and ~~John Blackburn~~ will investigate the feasibility of trying to meet the deadline. It was agreed that grant money could be used to trim all the roads so that fire equipment can pass without damaging expensive equipment on the fire trucks.
- Ellen Hundt pointed out that the results of the audit will be available soon. Those results may allow the town to develop a “rainy day” fund for items other than road repair.

Agenda for Next Meeting

The Budget.

Adjournment

Meeting was adjourned at approximately 745p.m. by Matrona Malik. The next general meeting will be at 7 May 2019, in the Administration Building of Beverly Shores.

Minutes submitted by: Paula Tillman

Approved by: