

CAPITAL PLANNING COMMITTEE

April 4, 2023

Minutes

Members Present:

John Blackburn, Chairman - Town Council Representative
Ed Clapp, Town Marshall
Ellen Hundt, Town Clerk
Paula Tillman, Park Board Representative
Joe Kapacinskas, Plan Commission Representative

Members Absent:

Jay Hennessey, Fire Department Representative
Steve Caughlin, At Large Representative

The regular meeting of the Capital Planning Committee was called to order at 7:00 PM on April 4, 2023 by John Blackburn, Chairman. The meeting was conducted in person.

TITLE VI SURVEY

It was stated that the Title VI Survey is available on the Town Website or in the Town Clerk's office.

ELECT CHAIRPERSON

Committee elected John Blackburn as committee chairperson for 2023

APPROVAL OF THE MINUTES

The minutes of the previous meeting held on December 6, 2022 were unanimously approved.

OLD BUSINESS

Committee continue discussion of ideas for considered for the 2023-2027 Capital Plan: Committee members were asked to have discussions with their areas of representation to complete their section of the Capital Plan.

Discussion on revenue generating ideas:
None at this meeting discussed

NEW BUSINESS

Committee had a discussion on the current composition of the committee. A discussion was held of the value of having individuals with grant writing experience be part of the committee. It was recommended to have Mary Marvel come to the committee to discuss grant writing and administration.

The meeting was adjourned at approximately 8:05 PM

APPROVED:

John Blackburn, Committee Chair

CAPITAL PLANNING COMMITTEE
May 2, 2023
Minutes

Members Present:

John Blackburn, Chairman - Town Council Representative
Ed Clapp, Town Marshall
Ellen Hundt, Town Clerk
Paula Tillman, Park Board Representative
Joe Kapacinskis, Plan Commission Representative
Steve Caughlin, At Large Representative

Members Absent:

Jay Hennessey, Fire Department Representative

The regular meeting of the Capital Planning Committee was called to order at 7:00 PM on May 2, 2023 by John Blackburn, Chairman. The meeting was conducted in person.

TITLE VI SURVEY

It was stated that the Title VI Survey is available on the Town Website or in the Town Clerk's office.

APPROVAL OF THE MINUTES

The minutes of the previous meeting held on April 4, 2023 were unanimously approved.

OLD BUSINESS

Continued discussion on committee's makeup and purpose. Mary Marvel, PhD (President of ABSR Community Foundation) spoke about grant writing and the administration of grants. She commented on where one might find funding sources for the priorities that have been identified, some caveats for those sources, and what grant makers look for in a grant application. Dr. Marvel presented a "Logic Model" that assures the funder that an organization has made the connections between the inputs, outputs, and outcomes for the project. The Committee found the presentation very informative, and recognized Dr. Marvel for her excellent presentation.

Committee continue discussion of ideas for considered for the 2023-2027 Capital Plan: Committee members were asked to have discussions with their areas of representation to complete their section of the Capital Plan.

Discussion on revenue generating ideas:

The use of a TIFF was brought up. The GoFundMe crowdfunding platform was mentioned as a possible revenue source to raise monies on-line for projects.

NEW BUSINESS

none

The meeting was adjourned at approximately 8:05 PM

APPROVED:

John Blackburn, Committee Chair

CAPITAL PLANNING COMMITTEE
September 5, 2023
Minutes

Members Present:

John Blackburn, Chairman - Town Council Representative
Ed Clapp, Town Marshall
Ellen Hundt, Town Clerk
Paula Tillman, Park Board Representative
Joe Kapacinskas, Plan Commission Representative
Steve Caughlin, At Large Representative

Members Absent:

Jay Hennessey, Fire Department Representative

The regular meeting of the Capital Planning Committee was called to order at 7:00 PM on May 2, 2023 by John Blackburn, Chairman. The meeting was conducted in person.

TITLE VI SURVEY

It was stated that the Title VI Survey is available on the Town Website or in the Town Clerk's office.

APPROVAL OF THE MINUTES

The minutes of the previous meeting held on May 2, 2023 were unanimously approved with one correction, TIF should be TIF

OLD BUSINESS

Committee continue discussion of ideas for considered for the 2024-2028 Capital Plan: Committee members went through the spreadsheet in detail.

NEW BUSINESS none

The meeting was adjourned at approximately 8:10 PM

APPROVED:

John Blackburn, Committee Chair

CAPITAL PLANNING COMMITTEE
October 3, 2023
Minutes

Members Present:

John Blackburn, Chairman - Town Council Representative
Ed Clapp, Town Marshall
Ellen Hundt, Town Clerk
Paula Tillman, Park Board Representative
Joe Kapacinskas, Plan Commission Representative
Steve Caughlin, At Large Representative

Members Absent:

Jay Hennessey, Fire Department Representative

The regular meeting of the Capital Planning Committee was called to order at 7:00 PM on October 3, 2023 by John Blackburn, Chairman. The meeting was conducted in person.

TITLE VI SURVEY

It was stated that the Title VI Survey is available on the Town Website or in the Town Clerk's office.

APPROVAL OF THE MINUTES

The minutes of the previous meeting held on September 5, 2023, were unanimously approved.

OLD BUSINESS

Committee continue discussion of ideas for considered for the 2024-2028 Capital Plan: Committee members went through the spreadsheet in detail.

NEW BUSINESS

The next meeting will be Wednesday, October 15, 2023 because of the Town elections on Tuesday, November 7th.

The meeting was adjourned at approximately 8:10 PM

APPROVED:

John Blackburn, Committee Chair