



TOWN OF AVON

Capital Planning Committee (Committee)

MINUTES

Date: 7/31/18 Time: 7:30Pm

Location: Mary McDermotd Meeting Room

TOWN OF AVON
2018 SEP 13 P 1:30
TOWN CLERK

Members & Staff Present: Matt Doucet, Julie Burns, Star Sims, Kathy McDonald, Carl Walker, Greg Karasinski

Members Not Present: NA

The meeting was called to order at: 7:45 PM

Meeting Motions / Actions and Summary of Discussions:

First Meeting, nominations and elections for positions as follows...

Matthew Doucet	Chairperson 2021
Carl S. Walker III	Vice Chair 2020
Julie Burns	Secretary 2020
Gregory C. Karasinski	Treasurer 2020
Starlese Sims	Member 2021
Kathleen McDonald	Member 2019

Established Schedule of (2) Meetings a month, with the next meeting scheduled for Tuesday August 14th.
Goal: To establish a 5 year capital funding plan for all departments based on their needs.
Current Plans in the works: Town Hall generator, COA generator, Town Hall HVAC, Town Hall exterior doors and septic.

Short Term Goals:

1. Work on a list of all departments in the town.
2. Updated list of project priorities from each department head; 5 year plan
3. Liaisons for each department to be established and a request from each department with an estimated response date of 12/1/18
4. Emails for all members
5. Adding the committee to Town Website, including the "Mission" of the committee
6. Invite Town Administrator to upcoming meeting in September

For next meeting:

Kathy: Obtain list of departments, Current Articles, inquire about emails

Carl: Draft Letter

All Members: Look into surrounding towns "Capital Planning" outlines

Meeting was adjourned at 8:46 PM until the next meeting on Tuesday, August 14th at 7:00pm

Respectfully submitted,

Minutes Approved by Committee on: 9/11/18
(Date)

Signatures:

Julie Burns
Julie Burns, Secretary
