



Received by Town Clerk's Office
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Town of Swampscott
Capital Improvements Committee Meeting Minutes
Thursday August 15th, 2023 12:30pm
Virtual Meeting

CAPITAL IMPROVEMENTS COMMITTEE MEMBERS PRESENT

Ryan Hale (Chair), Kelley Begin, David Brodsky, Richard Raymond, Jeremiah Sullivan

ABSENT:

David Brodsky, Jeremiah Sullivan

OTHER TOWN OFFICIALS PRESENT

Amy Sarro, Director of Administration and Finance; Patrick Luddy, Treasurer/Collector

12:35 Meeting called to order

Review of Request Process for CIP

RH reviewed the CIP request form that he drafted with the committee.

AS asked if an "Other" option could be made available under the themes field. RH updated the form to reflect the suggestion.

RR asked if community and economic development or cable access TV projects would appropriately fit in an existing theme category or if they warrant another. RH pointed to resilient infrastructure or vibrant community as possible suitable existing categories.

KB asked if the MS Forms format can be exported to excel. RH commented that this was possible and was one of the advantages that staff highlighted.

Retrospective Review of Projects

PL commented that updates were sought from department heads on previously approved capital appropriations going back to May 2021 town meeting. PL will forward responses from department heads this evening to CIC once they are all compiled. Facilities Director just got back with responses today and accounts for a large share of the projects. Some photographs were also obtained of the projects that were reviewed.

Review of CIP Development Timeline

RH asked AS to walk through timeline for this year's CIP.

AS highlighted major deadlines: CIC review begins in September/regular monthly meetings, CIC recommendations ready in January for joint meeting with/hand-off to finance committee, and preliminary timeline for final FC/CIC recommendations to SB complete by 2/28/24.

Town meeting is Monday 5/20; SB recommendations will be due at least two weeks in advance to allow time for the warrant to be printed and mailed.

12:55 Meeting adjourned

True Attest,

A handwritten signature in blue ink, appearing to read "Patrick Luddy", is written over the printed name.

Patrick Luddy
Treasurer/Collector

Minutes APPROVED by vote of the Capital Improvements Committee 9/12/2023