

Town of Swampscott – Capital Improvement Committee

Meeting Minutes – November 25, 2019

A meeting of the Capital Improvement Committee (“CIC”) for the Town of Swampscott was held at Town Hall at 22 Monument Avenue in Swampscott, MA on November 25, 2019, commencing at 7pm ET. Jay Sullivan served as secretary for the meeting. The following persons were present at and participated in the meeting:

CIC Members

Kelley Begin, David Brodsky, Kristin Saccoccio and Jay Sullivan¹

Town Administration

Ron Mendes - Assistant Town Administrator, Administration & Finance for Town of Swampscott

Advisors and Guests

Mary Ellen Fletcher, Liaison for Town of Swampscott Finance Committee

Sarah Concannon, Collins Center for Public Management at UMass Boston

Mr. Mendes called the meeting to order at approximately 7:00pm and provided an overview of agenda noting that primary purpose of the meeting was for Sarah Concannon of the Collins Center for Public Management at UMass Boston (“Collins Center”) to present and train the members of the CIC regarding the capital project scoring spreadsheet prepared by the Collins Center for use by the CIC.

Presentation by Collins Center

Following introductory comments, Mr. Mendes invited Ms. Concannon to begin her presentation. From approximately 7:15pm to 8:20pm, Ms. Concannon presented the Collins Center capital project scoring model, which is designed as a tool to help facilitate the evaluation and comparison of needs, strengths and weaknesses of specific capital projects by capital improvement committees. Ms. Callahan walked the CIC through the various scoring elements of the analysis during the course of the presentation, fielding questions from the members of the CIC throughout. Discussion continued until approximately 8:20pm when the presentation concluded, and Ms. Concannon departed the meeting.

Next Steps / Meeting Adjournment

After Ms. Concannon departed, the CIC members, Mr. Mendes and Ms. Fletcher discussed the potential forward calendar for the CIC with a focus on aligning the CIC’s work with the processes and timelines of the town’s Finance Committee and Select Board ahead of the spring 2020 town meeting.

At approximately 8:30pm, the meeting was adjourned.

Jeremiah J. Sullivan
Secretary of the Meeting

¹ Rich Raymond was unable to attend due to schedule conflict.