

# Capital Improvement Planning Committee

## Minutes – Meeting of October 19, 2009

Attending: Sue Hruby, Cindy Mitchell, Kathy Logue, Leah Smith

The meeting was opened at 4:35pm.

1. Minutes: The minutes of July 28, 2009 and September 28 meeting were approved.
2. Kathy updated the committee on the Facilities Manager responsibilities. Selectmen are going to take up soon. Jen Rand is looking into some alternative sources of funding. The grant proposed by the Energy Committee will not work.
3. Capital Budget cycle and meeting dates –PLEASE NOTE DATE CHANGES
  - Meeting Date changes were agreed to. We have a number of holiday conflicts so new meeting dates are November 16, December 14, January 11 and February 8. Please note these meetings on your calendar and inform Kathy if you will not be available.
  - November 16<sup>th</sup> Meeting: Each member should have talked to their assigned departments and have a draft budget
  - December/January meetings: budget reviews and draft report/budget.
  - February 8: Final capital plan and capital plan report to the town.

The meeting adjourned at 4:50 PM.

Next Meeting: Monday November 16 @ 4:30 PM, West Tisbury Town Hall

Respectfully submitted,  
Sue Hruby

*Approved November 16, 2009*