

Capital Budget Committee Meeting Minutes  
September 15, 2015

Attendees:

Brooks Gerner, Robyn Hunter, Gordon Kinder, Andrew Phelan, Mark Sarro, and Bob Springett

Meeting was called to order at 7:30a.m. in the Selectmen's Meeting Room.

1. Minutes of March 3, 2015 were approved.
2. Bob Springett was unanimously re-elected as Chair.
3. Andy Phelan was unanimously appointed to the Committee.
4. Committee meetings were tentatively scheduled for the following dates:  
2015: October 13 and 27; November 3 and 17, December 1 and 15  
2016: January 5 and 19; February 2 and 9; March (TBD)
5. The Committee made the following assignments:
  - a. Kate Cannie: Dover School Committee (DSC)
  - b. Brooks Gerner: Regional School Committee (RSC)
  - c. Robyn Hunter: Council on Aging; Highway; Selectmen
  - d. Gordon Kinder: Parks and Recreation
  - e. Andy Phelan: Cemetery Commission; Library
  - f. Mark Sarro: Fire
  - g. Bob Springett: Police
6. The annual capital budget process was discussed. To facilitate review, Committee liaisons were asked to attend meetings of and/or otherwise work with their assignments to assure all requests, documentation, and answers to obvious questions are provided in the initial submission.
7. The approval process for RSC requests was discussed. Timing complicates how those requests are reflected in the Capital Budget spreadsheet. The Committee mostly reviews requests by the end of December, but the RSC does not approve its final budget until later (usually in February). Bob Springett will contact the RSC Chair and the school's Business Manager to discuss process and timing.
8. The technology protocol was discussed. The Committee would like clarity on whether replacements of previously approved technology expenditures require Committee review or constitute ordinary expenditures on supplies. Bob Springett will contact the DSC Chair to discuss.

The meeting was adjourned at 8:40 a.m.

Respectfully submitted,

Mark Sarro