

Board of Selectmen & Board of Finance Long Term Planning Subcommittee
Special Joint Meeting
September 15, 2020 — 5:45 PM
MINUTES

Attendees: Meaghan Bruce and Liz Charron (Board of Finance); Kevin Cwikla, Kathleen Smith, and Glen Coutu (Board of Selectmen)

Others Present: Valerie Belles (Senior Accountant)

1.0 **Call to Order**

M. Bruce called the meeting to order at 5:47 PM.

2.0 **Discuss Long Term Planning Committee Objectives**

New members of the BOS were unavailable for the meeting. The committee discussed setting up time to brief the members about the work of the committee to date another time.

3.0 **Discuss Next Steps for Committee**

The committee discussed how to continue to improve tracking and logging all capital expenditure requests. Conversation focused on how to get all requests and departmental needs. The idea of a capital book to capture all requests and prioritization of the requests was discussed. The capital book will also include a listing of town assets, their depreciation schedules and year of purchase. The committee also discussed improvements to meeting cadences and the prioritization process. The committee decided to meet on the 2nd Wednesday of the month. The BOS will determine who will participate in future meetings.

Meeting was adjourned at 5:37 PM by M. Bruce.

Respectfully submitted,
Meghan Bruce
Vice Chairman, Board of Finance