



Received by Town Clerk  
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**Town of Swampscott**  
**Capital Improvements Committee Meeting Minutes**  
Tuesday September 12<sup>th</sup>, 2023 – 12:30 PM  
1<sup>st</sup> Floor Conference Room – Town Hall & Virtual via MS Teams

**CAPITAL IMPROVEMENTS COMMITTEE MEMBERS PRESENT**

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

**OTHER TOWN OFFICIALS PRESENT**

MaryEllen Fletcher, Select Board Liaison; Jim Olivetti, Chair of Tree Committee; Amy Sarro, Director of Administration and Finance; Patrick Luddy, Treasurer/Collector

Meeting called to order 12:34

On **MOTION** (Ryan Hale) and **SECONDED** (Jay Sullivan) it was **VOTED** to approve minutes from the following dates: 4/4/22, 5/25/22, 6/7/22, 6/13/22, 8/2/22, 10/4/22, 10/11/22, 4/6/23, 4/10/23, 4/18/23, 5/15/23, 7/20/23, 8/15/23.

Update on Capital Plan Progress

RH recognized JO in the meeting. JO inquired whether capital requests would be included in a fall town meeting warrant this year. RH commented no capital has been identified for the fall town meeting. AS confirmed that capital being discussed would ultimately be subject to approval at annual town meeting in May, for use on or after July 1<sup>st</sup>, 2024. JO commented that this timeline works for the committee's purposes.

RH commented that JO should be working with Gino Cresta, if not already, to develop any requests.

PL summarized the work that staff has been performing in preparation for CIC and FC review of projects. Since last meeting, PL and AS have scheduled meetings with department heads to discuss projects on the plan, projects that are not on the plan but might be added, and projects that have already been approved and funded. Several departments have already been met with, including public works, recreation, building depts.

Additional meetings will occur week of 9/18. Submissions are due at the end of the month for any new "asks". Follow-up meetings are being scheduled with department heads for beginning of October with AS and PL to discuss what is submitted.

Discussion on Retrospectives

PL shared a report of projects approved at town meetings in 2021 and 2022. Report outlined dates of first expenditure, expenditure to date vs progress, and brief project comments gathered.

RH commented that a key feature of the data is identifying projects that have not been acted on. Committee can then follow-up in discussions with project managers to identify why, if funds are available for us on other priorities, what obstacles have been incurred.

JS echoed RH that it was interesting to see which allotments had yet to be expended one or two years out.

PL provided some commentary on the public works department's open projects. PL will provide comments on facilities at next meeting after meeting with the facilities director.

The next meeting of the CIC is tentatively scheduled for Tuesday October 17<sup>th</sup> at noon.

Meeting adjourned 1:03

True Attest,



Patrick Luddy  
Treasurer/Collector

*Minutes APPROVED by vote of the Capital Improvements Committee 10/17/2023*