



**Town of Swampscott**  
**Capital Improvements Committee Meeting Minutes**  
Tuesday February 22<sup>nd</sup>, 2022 - 7:00 PM  
Virtual Meeting

**CAPITAL IMPROVEMENTS COMMITTEE MEMBERS PRESENT**

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

**ABSENT**

David Brodsky

**OTHER TOWN OFFICIALS PRESENT**

MaryEllen Fletcher, Finance Committee Liaison to CIC; Amy Sarro, Director of Admin. & Finance; Patrick Luddy, Treasurer/Collector

7:14 Meeting called to order

**Discuss FY2023-FY2027 Capital Plan Process**

**Timing**

There was general discussion surrounding the timing of the capital plan review, particularly the late start to the process. The Town Treasurer spoke to the fact that the process experienced delays this year internally, and that the expectation should be for capital plan development to happen over the Summer and into the early fall for next years' plan to allow ample time for committee review.

**Objectives**

The committee discussed objectives for capital plan review meetings. Specifically, the committee intends to schedule departmental meetings throughout March so that they are equipped with the information necessary to begin to finalize recommendations for the FY2023-FY2027 plan at the end of the month for submittal.

**Scheduling**

It was discussed that all members should attempt to be present for meetings with department heads, scheduled as follows:

Meeting #1 – 3/1/22 at 7:00PM (Virtual)

Gino Cresta, Asst. Town Administrator & Director of Public Works

Meeting #2 – 3/8/22 at 7:00PM (Virtual)

David Kurz – Interim Police Chief

Graham Archer – Fire Chief

Meeting #3 – 3/15/22 at 7:00PM (Virtual)  
Max Kasper, Director of Facilities

Meeting #4 – 3/22/22 at 7:00 PM (Virtual)  
Marzie Galazka, Director of Community & Economic Development  
Danielle Strauss, Director of Recreation

Meeting #5 – 3/29/22 at 7:00 PM (Virtual)  
Departmental Follow-Ups as needed  
Next Steps

8:06PM Meeting Adjourned

The next meeting of the CIC will be held 3/1/22 at 7pm.

True Attest,

Patrick Luddy  
Treasurer/Collector

*Minutes APPROVED by vote of the Capital Improvements Committee 3/15/2022*