



Town of Oak Bluffs Capital Program Committee

William Vrooman, Moderator appointee
Richard Weiss, Finance Committee appointee
Bill Cleary, Select Board appointee
Mark Leonard, Planning Board appointee
Cameron Naron, Select Board appointee
Paul Schulz, Select Board appointee
Deborah Potter, Town Administrator, ex officio
Carrie Blair, Acting Accountant, ex officio

Capital Program Committee Meeting Minutes October 12, 2023, at 2:00pm

Committee Members: William Vrooman, Richard Weiss, Bill Cleary, Mark Leonard, Cameron Naron, Paul Schulz (remote)

Committee Members Absent: none

Others in Attendance: Town Administrator Deborah Potter, Acting Accountant Carrie Blair, Executive Assistant Debra Alley

Public: Maura McGroarty (remote)

2:00 pm Mr. Vrooman called the meeting to order

The board introduced themselves and advised which boards they were appointed by.

Discussion and vote to reorganize the board; to appoint the Chairperson and Vice Chairperson

Mr. Weiss made a motion to re-appoint Mr. Vrooman as Chairperson, Seconded by Mr. Naron

Roll Call Vote: Schulz - Aye, Weiss - Aye, Cleary - Aye, Leonard - Aye, Naron - Aye, Vrooman - Aye (**6 - Aye**)

Mr. Vrooman made a motion to nominate Mr. Schulz as Vice Chairperson, Seconded by Mr. Naron

Roll Call Vote: Schulz - Aye, Weiss - Aye, Cleary - Aye, Leonard - Aye, Naron - Aye, Vrooman - Aye (**6 - Aye**)

Discussion and confirmation of Capital Calendar

Mr. Vrooman advised the Capital Meeting will be held on Thursday for approximately the next six weeks; by consensus of the board the meeting start time was confirmed at 2:00 pm. Mr. Cleary advised he will not be present at the next meeting October 19, 2023.

Town Administrator Potter explained the Calendar. The Capital calendar has regular meeting up through Thursday November 9th. The Capital Committee must hold a public hearing after the capital plan is created. Capital Committee public hearing date was set for Wednesday December 6, 2023, from 4:00 pm - 6:00 pm

The meeting date to adopt the Capital Improvement Plan was discussed. Various dates were discussed and by consensus the board nominated Monday December 11, 2023, at 2:00pm for this meeting date.

Other Business

Mr. Vrooman explained how the committee evaluates and ranks the various requests from the departments. Rank #1 Needs to be done ASAP, #2 it would be nice if it could be done, #3 request can be postponed. When free cash is certified, then adjustments will be made.

Town Administrator Potter explained where the various money comes from (Free Cash, Ambulance Reserve Fund, Embarkment, Bond/Borrow). It was explained we are moving away from a five-year plan to a thirty-year plan. Some departments have submitted FY26 requests, Mr. Vrooman explained last year the Capital Committee was able to move up a request.

Mr. Schulz asked Town Administrator Potter to explain the process that happens after the Capital Committee have ranked all the requests. Ms. Potter explained most request then go to be articles on the special town meeting or annual town meeting warrant. The Capital Committee ranking and the recommendation from the FinCom with any comments are noted on the warrant.

Town Administrator Potter will schedule with the department head the dates they are to speak to their requests with the Capital Committee.

2:48 pm Adjourn

Mr. Cleary made a motion to adjourn the meeting at 2:48 pm, Seconded by Mr. Naron

Roll Call Vote: Schulz - Aye, Weiss - Aye, Cleary - Aye, Leonard - Aye, Naron - Aye, Vrooman - Aye (**6 - Aye**)

The next meeting will be held on Thursday October 19, 2023, at 2:00 pm

Documents Attached

FY25 Capital Improvement Calendar
FY25 Capital Requests Excel Spreadsheet

Respectfully Submitted



Debra Alley - Executive Assistant

Approved October 19, 2023 Meeting