

Capital Expenditure Advisory Committee

APPROVED Minutes of the Meeting

Monday May 4, 2026

Town Hall Community Room

Call to Order @ 6:30 pm

Pledge of Allegiance

6:32 Introduction of Committee Members

Mark Kost, Chairman

Raffi Zack, Vice Chairman, School representative

Robert Mann, HB Co-op representative

James Taylor, Secretary, Member at Large

Erin Hubbard, Select Board representative

Tony Stanizzi, HB Coop Budget Committee representative

Michael Patz, Member at Large

6:33-Review Agenda. No changes were recommended.

6:35 Public Input- No Public Input

6:35 Approve Minutes of the Meeting of January 5, 2026

A motion was made by Tony, second by Michael. Minutes were approved 7-0.

6:36 Updates from 5/4/25 CEAC Meeting:

o Reviewed minutes from 2025 Select Board meetings regarding CEAC and concur with Gehan email stating CEAC viability is not time bound

o Both at-large members expressed desire to remain in position post 1-year original appointment;

§ James Taylor 7/14/25

§ Michael Patz 8/11/25

o Reviewed performance in abbreviated first term and aligned on areas of needed improvement in current year

o Reviewed feedback that individual members received from both public at large and various represented boards/committees

§ Mostly very favorable and encouragement to continue

- Focus areas for current year:

o Define “Capital” to avoid confusion with CIP

§ Capital is defined as; any asset with useful life of 3+ years and cost of \$10,000 (either as a project or individually) AND irrespective of funding source (ie, trusts, warrants, bonds, operating lease, etc). Therefore, CIP is a subset of CEAC output. Grants with high probability of success to be shown as in and out

o Rolling period of analysis = 10 years

o Earlier input of 10 year data;

§ 1st pass 7/13 for CEAC 7/20 meeting

§ 2nd pass 9/22 for 9/29 meeting

§ 3rd pass November

o COOP reps need to ensure COOP BudCom is engaged ahead of each pass

o Better coordination with SB rep and Town Finance Director

o Update master Spreadsheet to make it easier to discern between projects within each funding mechanism

o Improve BudCom “potential capital” charts for Town Meeting

8:01 Adjournment

Meeting was adjourned by a vote of 7-0.

Respectfully submitted by James Taylor, Secretary