Committee Chairman Joe Sova called the meeting to order at 6:30 PM.

In Attendance:
Joe Sova, Mary Cliett, Everett Heller, Todd Chapman, Gerry Kokernak and Steve Staudaher
Also in Attendance: Town Administrator Ross Perry

Approve Prior Meeting Minutes:
A motion to approve minutes of the November 5, 2018 joint meeting with the Board of Selectmen was made by Steve Staudaher and seconded by Everett Heller. All were in favor and the motion carried.

Reorganization of Liaison List:
In preparation for submitting this list to Department Heads, and heads of Boards and Committees, TA Perry updated the list, assigning those given to former committee member Barbara Bartlett, to new member Todd Chapman. The list was reviewed and accepted as given.

Draft FY20 Budget Letter for Department Heads:
The Committee had determined that the letter should effectively be the same as the one submitted last year. Town Administrator Perry updated the letter as necessary and submitted it to Department Heads, Boards and Committees on November 13, 2018.

In discussing Capital requests, Gerry Kokernak suggested the nine evaluation criteria for the requests should be given to Department Heads for transparency purposes. Mr. Kokernak also believes the Capital Committee should have liaisons with Department Heads, so they have all the information necessary to examine the requests.

Reserve Fund Transfers, if necessary:
None

Other Committee Business:
Committee member Everett Heller attended the WRSD FY20 Budget Review meeting held on November 8, 2018 with WRSD representatives. The Superintendent and Representatives of WRSD reviewed the list of five requests presented by the five district towns. Mr. Heller's impression was that the list, in general, was not well received. There were no firm commitments by the representatives on any of the five points.

Set Next Meeting Date:
Chairman Sova scheduled the next meeting for December 10, 2018, at 6:00 PM in Room 205 of the Butterick Building.

Adjourn:
A motion to adjourn the meeting was made by Mary Cliett and seconded by Steve Staudaher. With a unanimous vote, the meeting adjourned at 7:30 PM.