



Town of Conway, Massachusetts
Office of the Town Administrator

P.O. Box 240, Conway, MA 01341
Town Office: 32 Main St. · Town Hall: 5 Academy Hill Rd.
Phone (413) 369-4235, ext. 3 · (413) 369-4237 Fax
townadmin@townofconway.com

MEETING MINUTES
CAPITAL IMPROVEMENTS COMMITTEE

DATE: Monday, December 11, 2023
TIME: 5:00 PM
PLACE: Town Hall

MEMBERS PRESENT: Robert (Bob) Armstrong, Christopher (Chris) Waldo, Phyllis Craine (Chair)
ALSO PRESENT: Véronique Blanchard
ABSENT: Roy Cohen

MEETING:

Meeting opened: 5:00 PM / Attendance Taken
Meeting closed: 5:45 PM

Agenda Item 1

Approval of October 23 Minutes

- Moved by Chris Waldo, seconded by Bob Armstrong.
Pass: Aye: Phyllis Craine, Chris Waldo, Bob Armstrong

Agenda Item 2

The Committee agreed to meet with Town departments after submittals of Capital Request forms

Agenda Item 3

The committee agreed to meet jointly with the Finance Committee when all department capital requests are populated onto the Capital Improvements Schedule spreadsheet

NEW BUSINESS:

The Committee approved the new Capital Request form

Next Meeting: February 5, 4:30pm, Town Hall and Zoom

Respectfully submitted,

Phyllis Craine
Chair – Capital Improvements Committee