

Capital Planning and Investment Committee Meeting
August 28th, 2014

Members attending: Debbie Ricci, Alan Frazier, SusanMary Redinger, Lorraine Leonard, Tim Bragan, Leo Blair (arrived at 8:30am)

The meeting was called to order at 8:18am

SusanMary Redinger made a motion to approve the minutes of the meeting of August 14th and Alan seconded. The minutes were approved. (3/0)

Lorraine confirmed that the 2015/16 CPIC packets were sent out on August 22nd.

Debbie began with a review of the Capital Process. Meetings will continue to be held on Thursday for now and the schedule will be reviewed once the missing 5th member has been appointed.

Part of the process this year will be a review of all capital requests of \$500,000 and over for all boards/committees/departments as discussed at the all-board meeting earlier this year. The review will be done jointly by the BOS, School Committee, Finance Committee and CPIC. The meeting date is tbd.

Long term funding remains an issue. The long-term debt schedule will need to be updated to determine any trouble issues.

Another item to be reviewed at a future meeting is the DPW recurring capital.

Debbie offered to contact David regarding the posting of minutes from meetings subsequent to 3/14/14 up to today's meeting.

The committee reviewed the list of liaisons and assigned open slots to the 4 active members as follows: Debbie Ricci: Fire Dept, Police Dept, Water & Sewer Commission, Cemetery Commissioners, Town Clerk; Alan Frazier: Bare Hill Pond Watershed Management, Historical Commission, Ambulance; Leo Blair: Hildreth House Improvement Committee, Public Buildings, Park & Rec Commission; SusanMary Redinger: Community Cable Access Committee, Energy Advisory Committee, Library, Schools. The DPW, Transfer Station and the Board of Health were left unassigned with the intention that the incoming member would take those. Committee members are to reach out to their respective boards.

Members reviewed the CPIC rating sheet and the capital review process.

In June the committee discussed developing a rating sheet for the big expense items to be used at the quad-board meeting review. Criteria were reviewed for inclusion on that rating sheet. Work on the rating sheet was tabled after Tim Bragan clarified that boards/comittees/dept's

would use the current capital submission worksheets and that once the boards convened after receiving the large-expense items the use of a rating sheet would then be determined.

The scope of items to be submitted as part of this large-expense review needs to include items that are not clearly defined so that the town can be aware of the possible upcoming need. Committee members will need to have conversations with their respective boards/committees to develop a long-term, loosely-defined list of possible projects. Any item \$500,000 and over should be on the list.

FinCom will need to develop a budget for the town based on the submissions. Then there will be a quad-board meeting to review the budget and determine how to move forward.

Alan brought up a concern about maintenance expenses not being included in the budgets. All infrastructure items (roofing, plumbing, electrical) could be determined ahead of time and could be managed by a facilities manager (whether an outside service or an internal position).

The meeting schedule was reviewed. Thursday mornings at 8:15am were decided to be the best but it was deemed better to have meetings on the second and fourth Thursdays of each month (with the exception of November 21st and December 18th to accommodate the holidays). The next meeting will be September 25th to review the long-term project updates and see where our capital funding is.

Debbie will revise the meeting schedule and send out.

Election of Officers: SusanMary nominated Debbie Ricci as the chair, Leo Blair seconded. Motion passed (4/0)

SusanMary Redinger nominated Alan Frazier as Vice Chair. Leo seconded. Motion passed (4/0)

Leo nominated SusanMary Redinger as clerk until the new member is appointed. Debbie seconded. Motion passed (4/0).

Meeting adjourned at 9:30am.

Minutes by SusanMary Redinger, Clerk

Amendments from 10/09/2014 meeting made & minutes submitted by Deborah Ricci