

**Town of Newbury  
Capital Planning Committee Meeting  
Thursday January 12, 2012, 7:15AM Town Hall  
Meeting Summary**

Members present: Bob Connors (Chair), Kathleen Pearson, Tracy Blais (Town Administrator)

**1. December 8th meeting summary:**

December 8th, 2011 Minutes was unanimously approved as written.

**2. Review capital facilities & equipment inventory list;**

The committee had previously identified the following town owned capital facilities

- Byfield Public Library
- Newbury Elementary School
- Newbury Transfer Station
- Woodbridge School Building
- Newbury Town Hall
- Newbury DPW Garage
- Byfield Yellow School
- Byfield Grange Building

The committee reviewed updated preliminary list of capital facilities provided by town administrator (TA). List contained 15 assets ranging in age (1890 to 2002) or date of acquisition, conditions identified as excellent to poor.

Equipment/vehicle inventory of town assets are being reviewed/updated by department heads for submittal at the next CPC meeting. Copy attached as: "Form A"

**3. Review status of previously approved projects;**

TA updated committee on the status of current facility maintenance projects underway or recently completed. A detailed breakdown of facility location prepared by Sam Joslin Building Commissioner (BC), included maintenance scheduled or completed, estimated values and/or corresponding actual/anticipated costs. Town Hall and DPW barn have undergone considerable repairs/improvements within or under projected budget. The DPW barn has been cleared for re-occupancy. The committee applauds the effort of Sam Joslin implementing, overseeing and managing all of the above referenced tasks, job well done. Copy attached as: "Attachment 1"

**4. Review current capital project requests for equipment or facility improvements:**

No action required at this time.

**5. Review “Project Priority list”;**

No action required at this time.

**6. Update of Approved Projects by Town Administrator/department head;**

See paragraph “3” above.

**7. Review CIP Planning Schedule;**

No action required at this time

**8. Review current Debt Policies for CPC projects;**

The Finance Committee is currently reviewing Exhibit II (Capital Improvement Budget Policies and Exhibit III (Debt Policies) of the recently adopted CPC manual. Currently, Exhibits II & III are considered sample/draft policies pending FIN-COM-TA-BOS review and acceptance. FIN-COM review is anticipated to be completed at the 1-18-2012 meeting.

**9. Other Business;**

The committee reviewed the recently adopted CPC manual pertaining to the existing Newbury Bylaw (Chapter 12 Capital Planning Committee) and has requested the following proposed amendments for ATM consideration:

**Proposed Amendment**

**Article \_\_\_\_: To See if the Town will vote to amend the Town of Newbury Capital Planning Committee bylaw (Chapter 12) by inserting after 12-2 (Powers and duties) the following:**

**12-3.** The Committee shall study proposed capital projects and improvements involving major non-recurring tangible assets and projects which:

- 1) are purchased or undertaken at intervals of not less than five years;
- 2) have a useful life of at least five years; and
- 3) cost over \$10,000.

All officers, boards and committees, including the Selectmen and the School Committee, shall, by November 1st of each year, give to the Committee, on forms prepared by it, information concerning all anticipated projects requiring Town Meeting action during the ensuing six years. The Committee shall consider the relative need, impact, timing and cost of these expenditures and the effect each will have on the financial position of the town. No appropriation shall be voted for a capital improvement requested by a department, board or commission unless the proposed capital improvement is considered in the Committee's report or the Committee shall first have submitted a report to the Board of Selectmen explaining the omission.

**12-4.** The Committee shall prepare an annual report recommending a Capital Improvement Budget for the next fiscal year, and a Capital Improvement Program including recommended capital improvements for the following five fiscal years. The

report shall be submitted to the Board of Selectmen for its consideration and approval. The Board shall submit its approved Capital Budget to the Annual Town Meeting for adoption by the town.

**12-5.** Such Capital Improvement Program, after its adoption, shall permit the expenditure on projects included therein of sums from departmental budgets for surveys, architectural or engineering advice, options or appraisals; but no such expenditure shall be incurred on projects which have not been so approved by the town through the appropriation of sums in the current year or in prior years, or for preliminary planning for projects to be undertaken more than five years in the future.

**12-6.** The Committee's report and the Selectmen's recommended Capital Budget shall be published and made available in a manner consistent with the distribution of the Finance Committee report. The Committee shall deposit its original report with the Town Clerk.

The committee has requested TA forward request to BOS for action. Copy of request is attached as: "Attachment 2"

**10. Next meeting date;**

Thursday, February 9, 2012 @ 7:15 am at Town Hall.

**11. Adjourned**

1-12-12 meeting adjourned at 8:15 a.m.

Respectfully submitted,

Bob Connors,