

TOWN OF PRINCETON MA
Princeton Advisory Committee
Meeting Minutes
Jan 11, 2017

AB members in attendance: John Shipman, Wayne Adams, Bill Lawton, Don Schoeny , George Handy

Advisory Committee Agenda

- 2018 Capital Requests Budget Discussion
- Advisory Committee vacancy

Meeting started at 4:30 PM

Meeting Minutes

- Capital Planning
 - George Handy gave a historical perspective of the former Princeton Capital Planning Committee. George gave a perspective of capital planning process from the town of Plymouth, where George participated in town government as a resident.
 - Brief recap of the process
 - Town establishes a yearly allocation. Allocation is based on yearly budget and set as a percentage of total
 - Cross-town department manager, BOS, Finance Committees meet and review all the requests.
 - Requests are prioritized; those requests falling below the line are pushed into the next fiscal year planning pool. Those requests above the line are moved forward, funded in the ATM warrant
 - Princeton planning process has not addressed building needs assessment. AC felt that without a needs assessment and cross-town dept manager discussion, priorities can not be assigned.
 - AC needs to look at a few towns to see if there is a pattern or book-ends to capital planning as a percent of total budget.
 - Of the current year budget, AC understands the town has not undertaken the Bagg Hall requirements study, for \$65K.
 - AC reviewed all the non-building related capital requests and make a first pass opinion.
 - Highway equipment – OK
 - Police cruiser – need to review mileage and hours data
 - TPS field drainage – OK
 - Fire-station exhaust systems – OK
 - Annex Repair – OK with county corrections labor
 - Library IT – still awaiting an accurate estimate; first pass estimate included technology not needed at this time.
 - Vault restoration – await cost assessment to do records management with off-site and electronic copies; compare those costs to onsite

- o vault restoration
 - Backhoe for cemetery – request was removed in a prior BOS/AC meeting where contracted services will be more cost effective.
- o Though first pass requests that had a preliminary Oks were made, AC needs to see the WRSD requests, since any sizeable increase from the previous year will greatly reduce available funds
- o Discussion was had for equipment and items deemed more maintenance related should be prioritized to be funded from free cash, instead of taking on debt.
- o John Shipman to draft first pass recommendation for AC member review.
- Other
 - o John passed out AC applicant forms. AC members to review and at a future AC meeting make a recommendation for a candidate for BOS to appoint.
 - o John made team aware of Worcester County OPEB upcoming meeting.
 - o Brief mention that Town Administrator has passed along WRSD capital planning and AC should review for TPS.

Joint meeting adjourned at 6:20 PM .

Next BOS/AC meeting is 1/17

Next AC meeting is 1/18

Handouts

- o Reference Budget Handbook sections per individual Capital Requests (CR) and CR Summary

Wayne M. Adams, AB Member