

TOWN OF PRINCETON MA
Princeton Advisory Committee
Meeting Minutes
Jan 3, 2017

AB members in attendance: John Shipman, Wayne Adams, Bill Lawton, Jimmy O'Coin , George Handy

BOS members in attendance: Edie Morgan, Stan Moss, Jon Fudeman, Nina Nazarian

BOS/Advisory Committee Agenda

- 2018 Budget Review
 - Capital Requests
- Advisory Committee vacancy

Meeting started at 5:05 PM

Meeting Minutes

- Capital Planning
 - Reviewed 11 Department Requests
 - Correction cited for Multi-Building item for Fire Alarms/Safety is \$150K, not \$15K
 - AC advised that the multi-building campus should go through a top down town needs assessment, so that any major investments in buildings is serving the town's needs for space. As the budget was reviewed, this assessment is not in place and unclear when one will be carried-out.
 - After several line items were discussed for town buildings, AC recommends more facility planning is required as an outcome of a needs assessment. Since there is a large number of sizeable capital requests, they can't all be carried out for the year identified. A needs assessment would help prioritize work, help identify renovation work for the long term, versus repair work for the short term. Everyone admitted that the buildings have been neglected and deferred work from previous years has progressed from maintenance work into more expensive repair work.
 - Discussion and clarity about whether BOS is the lead on the capital planning or the AC. BOS stated BOS is the lead, while the AC will review and give recommendations.
 - Discussion was had whether the funding source for capital requests would be satisfied from the stabilization funds or from debt. There are pros and cons for either approach, that effect other near term needs and long term borrowing capacity.
 - Capital requests for the Annex and Gazebo may be lower in cost if Monty Tech or Worcester County Corrections labor would be available, reducing the project costs to just materials and meals, with no hourly labor.
 - The Bagg Hall discussion revealed that some deferred repairs have created eyesores and safety issues. Board up windows and scaffolding to protect an entrance from falling debris.
 - The budget still has several placeholders that will need further discussion,

- obtaining professional tradespeople estimates and folded back into the capital planning request sheets.
 - Also, the capital planning section should add in other projects under discussion such as the Rt 31 bridge.
 - Noted from a building completeness perspective, no discussion or needs are known for Thomas Prince School, Krashes Field building, highway department buildings, or Mechanics Hall.
 - Discussion for records retention were a recommendation to look into a different method of storing original records with off-site services such as Iron Mountain and electronic copies in town-hall, instead of retaining records in Town Hall.
 - BOS directed the AC to meet offline and come back in a future meeting with recommendations for FY18 capital requests and funding sources.
- AC Vacancy discussed.
 - There are now 2 candidates for the position BOS asked AC to review both applicants in a AC meeting and come back to BOS for recommendation. BOS will take the recommendation under consideration and make an appointment.
 - Other
 - BOS Jon Fudeman gave an update on the research of Princeton's financial state of affairs, as it compares to similiary sized rural towns across MA.
 - BOS spoke to the need to establish better financial planning and controls to address longstanding auditor recommendations
 - Discussion for future financial topics/speakers to bring to future joint meetings not already scheduled. Suggestions included the auditor and OPEB.
 - Jon spoke to the desire to modify the AC charge to have more financial planning responsibilities, as detailed in other towns that have a Finance Committee. The revised charge would broaden the autonomy of the AC to have access to any/all town financial plans and documents.
 - Some discussion about PMLD fiscal status is now and factoring in PMLD debt into town-wide debt, since the residents as both taxpayers and ratepayers would be sensitive to any increases by either entity.

Joint meeting adjourned at 7:40PM . BOS continued to meet to address other town business.

Handouts

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

Wayne M. Adams, AB Member