

TOWN OF PRINCETON MA  
Princeton Advisory Committee  
Meeting Minutes  
January 2, 2018

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AC members in attendance: John Shipman, Judy Dino, Wayne Adams, Don Schoeny  
AC members absent: Jimmy O'Coin, Bill Lawton, George Handy  
BOS members in attendance: Jon Fudeman, Edie Morgan, Richy Bisk, TA Nina Nazarian  
Guest: Glenn Lyons

**Joint BOS and Advisory Committee (AC) Agenda**

- Meet with Princeton Highway Department to review 2019 draft budget and capital requests

Joint Meeting started at 2:30 PM

**Meeting Minutes**

- Discussion Princeton Highway Department Glenn Lyons. Review draft 2019 operating budget, discuss changes and variances from 2018, upcoming major construction projects, ongoing winter operations, staffing levels, vehicle fleet, and challenges. Glenn provided depth and insight to how the department operates, what it does well and some of its challenges to do more.
- Capital Requests were reviewed and recommended they provide more justification. John Shipman read off a list of criteria all departments should be providing as part of the FY19 requests – for the purpose that both the BOS and AC can make recommendations to town voters during ATM and answer typical justification questions.
  - a list of anticipated projects and equipment
  - prioritize or rank the project or equipment
  - provide a financial plan on how to pay for the capital expense (some departments may write grants, or offer other ideas)
  - explain in detail and justify the expense
  - list the benefit for the department, town and tax payer
  - calendar and dates for the project proposals
  - who was involved in evaluating and selecting the projects
- As an example for the above list, for the first capital request of a 10-wheeler truck replacement, the captured information on paper was the truck was 31 years old. Some discussion of other criteria could be downtime, maintenance costs, days/hours per year in operation, what industry norm is for its service life based on brand/model, whether a buy new/used approach is cost effective over a lease, etc... What if the replacement is delayed, how does this effect daily operations, etc.... Further discussion identified that some of the desired answers are not available due to how records are maintained and what is captured; the available time of the department head to gather the information and not know if this is satisfactory for BOS/AC, etc...
- BOS and AC further discussed how to address future department meeting discussions, to address the above list of questions. BOS asked AC to consider meeting in small

teams with department heads, prior to the scheduled joint BOS/AC meeting, to flesh-out answers to the questions. AC to discuss and decide this request on January 8<sup>th</sup> at 7PM. Suggested team size could be 2 AC, plus TA and the Department Head, mirroring an early 2000's style of AC liaison and budget refinement process. Some expressed a view that a small team can set a collaborative environment in a small setting, possibly at that Department's base of operation to gain insight that is hard to capture on paper. Some expressed a concern that the large group setting of the full BOS, full AC, along with the TA and Department Head can set a defensive tone in a discussion.

- No adjustments were recommended at this time for the Highway Department draft operating budget or capital requests.

Session adjourned 4:45 PM

### **Upcoming AC meetings**

BOS, TA, and Dept Heads with AC, Town Hall Annex:

Monday, January 8th at 7:00 PM, a regular Selectboard meeting night 7:30PM

**Tuesday, January 16th at 2 PM Canceled, see 1/16 7PM meeting below**

Monday, January 22nd at 7:30 PM, a regular Selectboard meeting night

Monday, January 29th at 2 PM

Facilities Committee with AC:

1/16/18 @ 7 PM Town Hall Annex

### **Handouts and Referenced Documents**

- Draft operating budget for Highway; Highway Capital Requests as provided by the TA

Minutes recorded by Wayne M. Adams, AC Member