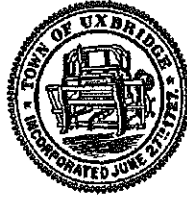


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MINUTES

CAPITAL PLANNING COMMITTEE

TUESDAY, January 2, 2018
LOWER TOWN HALL
21 SOUTH MAIN STREET

Present: Jeanne Daley, Rob Dandrade, Ed Maharay, Joe Marchard and Marsha Petrillo.
Absent: Jim Horwath and Barry McCloskey

Also present: David Colton, Acting Town Manager.

- I. Call to order:
The meeting was called to order at 6:00.
- II. Approval of Minutes
A motion was made by Rob Dandrade, seconded by Joe Marchard to approve the minutes of October 10. The motion was approved ((5-0-0)).
- III. Department of Revenue recommendations for the Town of Uxbridge:
Mr. Colton reviewed the recommendations of the Division of Local Services following its visit in 2017. The recommendations included:
 1. Modify the Capital Bylaw to lower the cost threshold from \$50,000 to \$25,000
 2. Develop and maintain a comprehensive inventory of capital assets
 3. Increase standardization in the capital planning process
 4. Revise the policies and adhere to them
 5. Expand capital financing strategies
 6. Consider potential new revenue sources
 7. Restrict financial warrant articles to the Spring ATM

The committee agreed with the recommendations. Of particular importance to the committee were lowering the dollar threshold for a capital item, establishing a capital inventory and the creation of a Capital Stabilization fund. The committee talked about the advantage of the town having a facilities manager who would be responsible for all town buildings (municipal and school).

- IV. 2018 Capital Review and Recommendations
The departments have been solicited for their capital needs. Once all of the returns have been received the Town Manager will forward the information to the committee.

Mr. Maharay expressed the opinion that the committee needed 1) to establish a discipline for vehicle replacement (rolling stock) so that funds were available when needed and 2) look at the department requests for those items that were urgent (for example, Taft boiler).

Once the returns are in the committee will meet to review the requests and set up meetings with the departments commanding immediate attention. Following these reviews, the committee will make its recommendations. This review will extend into February and maybe March.

V. Adjournment: 6:45pm

MSDV: Rob Dandrade/Marsha Petrillo (5-0-0)

Ed Maharay (Chair)

Marsha Petrillo

Marsha Petrillo

Rob Dandrade

Rob Dandrade

Jeanne Daley

3/14/10
Date Approved

Jim Horwath (Vice Chair)

Joe Marchard

Barry McCloskey

Justin Navarro