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MEETING MINUTES

CAPITAL PLANNING COMMITTEE

WEDNESDAY, JULY 11, 2018 6:00PM
UXBRIDGE POLICE DEPARTMENT
275 DOUGLAS ST.
UXBRIDGE, MA 01569

COMMITTEE MEMBERS PRESENT:

Jim Horwath
Joe Marchand
Jeanne Daley
Marsha Petrillo
Justin Navarro

OTHERS IN ATTENDANCE:

Angie Ellison

1. CALL TO ORDER

It being 6:06 PM, the meeting being properly posted, duly called and a quorum being present, the meeting was called to order by the Chair Jim Horwath

2. MEETING MINUTES:

Motion made by Joe Navarro, seconded by Marsha Petrillo to approve the minutes of April 3, 2018 meeting. All approved. 4-0-0

PASSED OVER

3. REVIEW OF CAPITAL PLANNING COMMITTEE CHARGE, ROLE AND PLANNING:

Jim Horwath discussed that after reading the By-Laws and Charter the town should have a Capital Planning Fund and what the Capital Planning role should be. Currently there is no capital planning fund that exists and this would need to come before the Town Meeting for a vote. Angie Ellison commented that if we are in agreement we need to draft an article for the Town Meeting warrant. She stressed how 2.5 million dollars must remain in the Stabilization Fund. She also said the Committee needs to discuss what the committee wants in the article, how the committee wants to establish the fund and what the process for funding will be in the future. Articles must be received by July 24th is the closing for submission of warrant articles.

Motion made by Jeanne Daley, seconded by Justin Navarro to prepare a warrant article for the Fall Annual Town Meeting to establish a "Capital Stabilization Fund" per the Towns Charter and By-Laws. Motion approved 5-0-0.

4. PLANNING FOR NEXT REVIEW CYCLE

Jim proposed that for the next budget review cycle due to inconsistencies that were seen between departments and some departments that were less prepared, the committee outline what we are expecting from each department. Requests formatted uniformly would help everyone in understanding and explaining these projects at Town Meeting. This will help each department to have a command of what they are looking for in the current year's Capital Planning requests. Angie recommended that the committee get the information from the Munson report explaining how they could put it together. Discussion evolved on how the committee was informed on the amount of money was available for the projects. Discussion on writing an article for the Fall Annual Town Meeting and Angie said that wording, for clarity, can be changed on articles that we submit before the warrant is closed and Legal does review warrant articles. Jim Horwath said that for the next meeting Marsha would craft an article leaving the values blank and the committee come back prepared to review the report from last fall.

For next meeting Draft warrant article, review Monson report and Department of Public Services report from November 2017 and be prepared to discuss specifics of the warrant article.

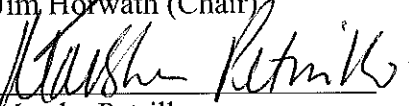
Jim to reach out to the Board of Selectmen and Finance Committee to get them on board so we can also get their input.

5. OLD/NEW BUSINESS

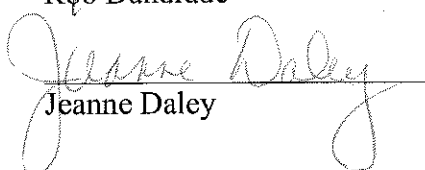
6. Adjournment at 7:15 PM

- a. Motion by: Jeanne Daley
- b. Seconded by: Justin Navarro
- c. Motion approved 5-0-0


Jim Horwath (Chair)


Marsha Petrillo


Rob Dandrade


Jeanne Daley

Barry McCloskey


Joe Marchard

Justin Navarro