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MEETING MINUTES
CAPITAL PLANNING COMMITTEE
Wednesday, October 3, 2018 6:00PM
SELECTMEN'S UPPER TOWN HALL
TOWN HALL, 21 SOUTH MAIN STREET

COMMITTEE MEMBERS PRESENT:

Jim Horwarth
Marsha Petrillo
Joe Marchand
Jeanne Daley
Barry McCloskey

OTHERS IN ATTENDANCE:

1. Call to Order:

It being 6:00 PM, the meeting being properly posted, duly called and a quorum being present, the meeting was called to order by the Chairman Jim Horwarth

2. Meeting Minutes:

September 19, 2018
October 3, 2018

3. Preparation of Capital Submission Requirements

A. Updated Capital Request Data Forms

James Horwarth asked Town Manager to go over the warrant articles discussed with the Finance Committee the previous night. He wanted clarification on the residual balance in the Stabilization Fund. Town Manager explained the balance in the stabilization was \$2.6 million and some funds being requested at town meeting and all those articles being passed would bring the total in Stabilization \$2.46 million below the \$2.5 million threshold that has been policy. She explained that the warrant article drafted stated anything over the \$2.5 million would always go into Capital Stabilization account. So if all articles pass this would not go through and at Spring Town meeting after free cash is certified anything over \$2.5 million will go into the capital account.

Town Manager Ellison explained that at some time this town is going to have to seriously look at doing a full forensic accounting and this will cost a lot of money. The current town accountant did verify that 2016 was done but 2017 has not been done and he has tried to recreate the documents, but has been unsuccessful. When she got here she was told it stabilization was at \$2.9 million but that was not correct and she said she can legitimately say it is \$.26 million dollars.

She further explained the process of where the \$400 thousand would come from. Marsha Petrillo explained that there should be a budget calendar so when we try to put things in order there will be a clear understanding when free cash would be certified, when we know what amount the committee has and when 5-year plans should be submitted.

4. Five year plan review.

Marsha Petrillo presented a timeline as a format for the Capital Planning Committee to review. Discussions was held on monies that have been expended and how the Capital Planning Committee is responsible and how the committee has to understand its financial capacity. We want to know when the Town Manager plans on sending the 5-year budget plan and budgets out to the Department Heads and when does she expect them returned so they can be submitted to the Capital Planning Committee. According to the By-Laws the 5-year plan should be submitted to the Department Heads after the October 9th Department Head meeting. They should be sent to us by the middle of November so department heads can meet with us starting in November and December so we can make a decision and submit them to Angie by the middle of January so she can submit them to the Board of Selectmen by the end of January.

Jim discussed the upcoming Department Head meeting where Jeanne Daley will present on behalf of the Public Safety Committee informing them of what our expectations are for when they present. They will bring the 5 year plan forward and provide a brief update on the projects that were completed the prior years of 2017 and 2018. We will be looking at the budget amount, amount spent, overall status of the project, their own analysis of lessons learned. What would be done again and what would they not be doing again. Also how are they managing the projects? We want them to tell us who is responsible for the project. Joe Marchand said that the Town Accountant and/or Treasurer should be present for these meetings along with the Town Manager. They should be able to explain what has been spent and what is remaining in these accounts.

5. Old/New Business:

Next meeting we will be looking for an update on schedule for budget packages from Town Manager.

6. Adjournment at 7:25 PM

- a. Motion by: Barry McCloskey
- b. Seconded by: Joe Marchand
- c. Motion approved 5-0-0

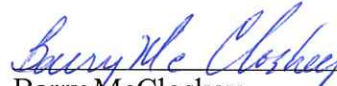
Minutes respectfully submitted by **Jeanne Daley**.

Minutes approved by the Capital Planning Committee

Date Approved: _____

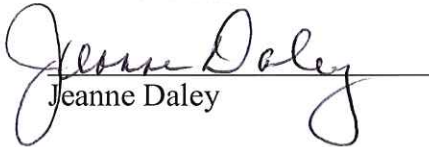
Jim Horwath (Chair)


Marsha Petrillo


Barry McCloskey


Joe Marchand

Rob Dandrade


Jeanne Daley

Justin Navarro