

**CAPITAL PLANNING ADVISORY COMMITTEE MEETING MINUTES
TUESDAY, NOVEMBER 12, 2019**

MINUTES

CPAC Members Present: Stephen Lane (via phone); Don Koski, Michael O'Rourke, David Manugian, Scott Haggerty
Also Present: Mark W. Haddad, Town Manager; Dawn Dunbar, Executive Assistant

Mr. Haddad called the meeting to order at 4:00pm and reviewed the agenda.

COMMITTEE ORGANIZATION

Mr. Haddad said he would accept nominations for Chair of the Committee. Mr. Lane nominated Mr. Koski. Mr. Koski said he didn't want the chairmanship adding he was brand new to this and would rather someone who has worked for the Town before.

Mr. Koski nominated Mr. Lane as chairman. Roll Call: Haggerty-aye; Manugian-aye; O'Rourke-aye; Koski-aye; Lane-aye

Mr. Lane called for a nomination as Vice Chair and nominated Mr. Koski. Mr. Koski accepted that. Roll Call: Haggerty-aye; Manugian-aye; O'Rourke-aye; Koski-abstain; Lane-aye

Mr. O'Rourke nominated Mr. Manugian as clerk. Roll Call: Haggerty-aye; Manugian-aye; O'Rourke-aye; Koski-aye; Lane-aye

REVIEW CHARGE OF COMMITTEE

Mr. Haddad said that he sent a copy of the charge to the committee but the Select Board at their last meeting had a question relative to members compensated by the town and also serving on the committee. He said that the Board would be voting on Monday to change the charge to not allow employees of the town to serve on the Committee. Mr. Haddad said that Mr. Koski was the only one this affected and would either have to resign from the Committee or not work for the Country Club.

Mr. Haddad asked if the Committee had any suggested changes to the charge. Mr. Koski said that he had a question on item #3 adding they would not make the November 15th deadline as outlined. Mr. Lane asked what had been done thus far to develop the FY21 capital budget. Mr. Haddad said that he was currently embarking on the FY21 capital plan and why he wanted to meet as soon as possible. Mr. Haddad said he had to get the capital plan to the Finance Committee by December 31st as outlined by the Charter. He said that once he received the capital budgets from the departments on November 22nd, he would be sending it out to the Committee for review and future discussions prior to sending it to the Finance Committee on December 31st. Mr. Haddad said he would schedule a meeting sometime between November 22nd and December 15th for the Committee to meet with the department heads.

Mr. Haddad asked for a vote to accept the charge as written.

Mr. Lane moved to accept the charge as written. Mr. Manugian seconded the motion. Roll Call: Haggerty-aye; Manugian-aye; O'Rourke-aye; Koski-aye; Lane-aye

REVIEW OF CURRENT CAPITAL PLAN

Mr. Haddad said that he sent out a link to the FY20 capital budget and explained how the plan was put together. Mr. Haddad said he would like to continue with the layout as presented adding it provided a lot of information as well as pictures and reviewed the plan from FY20. Mr. Haddad said that they also added a 10-year outlook last year to help give an idea of what they thought might come up past 5 years out. Mr. Haddad said that he provided a detailed memo to the Select Board and Finance Committee every year outlining the capital plan. Mr. Haddad talked about the various funding sources that were available for funding capital projects. Mr. Haddad said that having a second set of eyes looking at the capital plan was a good thing and something he welcomed.

agreed but wanted to talk about the costs a bit. He asked if the department heads came in with cost estimates. Mr. Haddad said that engineers and architects were never right. He said that with major capital projects the Town goes to Town Meeting to ask for money for engineering. He said that they come back to a next Town Meeting with actual bids in hand. He said that there are no surprises this way adding they come in on budget because of bids in hand.

Mr. Haddad said that they were in great shape building wise and reviewed major construction/renovations that had occurred within the last 20 years. He said that the Florence Roche Elementary School was one building they owned that concerned him. He said that the Building Committee was working to see if renovating the building or constructing a new elementary school was the choice. Mr. Haddad encouraged the Committee to attend the Florence Roche Building Committee outreach meeting on Saturday. Mr. Lane asked about Prescott School. Mr. Haddad said that the Friends was seeking CPA funding to update the building adding that he included a major upgrade to the building in FY22 at an estimate of \$5M.

Establish Work Plan of the Committee

Mr. Haddad said he saw the Committee helping him establish the capital plan before December 31st and during the winter and spring work on the inventory list. Mr. Lane agreed. Mr. Manugian said that he also agreed adding the inventory would be important and didn't want to see them push that off too far.

MEETING SCHEDULE

Mr. Haddad asked the Committee how they wanted to develop their meeting schedule. There was a discussion about meeting at least 4 more times before December 31st. Mr. Haddad suggested that they meet on December 2nd beginning at 4pm to meet with the department heads (Police, Fire, Library, DPW, Water, Park Commission) to discuss their capital plans. The Committee was agreeable to this.

Mr. Manugian moved to adjourn at 4:54pm. Mr. Koski seconded the motion. Roll Call: Haggerty-aye; Manugian-aye; O'Rourke-aye; Koski-aye; Lane-aye

Minutes submitted by: Dawn Dunbar

Approved: 
Stephen Lane, Chairman

Date Approved: December 2, 2019