

Capital Outlay Committee Meeting
Finance Commission Room
February 9, 2023, 6:30pm
MINUTES OF MEETING

Members Present: Myev Bodenhofer, Kevin Connolly, Vice Chair, Robert Donnelly, Anne Marie Mazzola (remote), Tim McDonough, Gerry Miller, Ernie Paciorkowski, Sarah Sullivan

Ex-Officio Members Present: Clayton Cheever, Meg LaMay

Absent: Alex Haggerty, Tony Mazzucco

Guests present: John Cianciarulo, Michael Rosen, Dave Thomson

Meeting called to order by Chair Donnelly at 6:30pm.

Approval of January 18, 2023 meeting minutes:

Mr. Connolly motioned to approve minutes as amended by Mr. Donnelly. Mrs. Bodenhofer seconded. Minutes were approved with Mr. McDonough abstaining.

Discussion of Capital Improvement Policy and Capital Outlay By-Law:

Mr. Donnelly opened the meeting and reminded the committee that the Capital Improvement Policy is under the purview of the Board of Selectmen, School Committee and Finance Commission. Any changes recommended by this committee are not final until approved by these three committees, but it is important for our committee to review prior to submission. Mr. Donnelly and Mrs. Bodenhofer reviewed and made proposed changes to the policy including a set of criteria by which projects should be evaluated. They asked for the committee to review and raise any points of discussion.

Mr. Paciorkowski raised the issue of the definition of recurring expense and whether that should be put into the capital or operating budget? Has been a problem in the past and concerned that recurring expense definition is not 100% clear. Is a recurring expense annual or one that occurs on a regular basis. Mrs. Bodenhofer reminded the committee that some recurring items have been brought into the operating budget. Annual chrome book replacement is now in budget.

Mr. Cheever questioned whether other boards should be named under Section II. Mr. Donnelly stated the named boards have a specific role for voting for town meetings. Mrs. Bodenhofer suggested adding a list of examples of other boards that do have input on capital planning for their respective departments.

Mrs. Sullivan asked if there should be a weight or prioritization assigned to the criteria that were suggested as guidelines for approving projects. Discussion followed that it would be hard to assign weight but that it would be helpful for individual department heads when preparing their requests to be able to address directly which criteria the project meets. Mr. Miller emphasized that point as a former department head. The weight of a specific criteria should become evident as discussion ensues.

Mr. Cheever suggested adding timeliness and opportunity cost to the criteria. Sometimes grants that would support projects are only available for a specific period of time and by not approving the project, the town could

be missing out on an important source of funding. The committee agreed that would be a good addition and Mr. Donnelly asked Mr. Cheever to work with him prior to the next meeting to discuss verbiage.

Mr. Donnelly asked committee members to email if they have any further comments on the Capital Outlay Policy.

Capital Outlay Bylaw – Mr. Donnelly explained that it sets out the reason for and authority of the Capital Outlay Committee. There has been a discussion about who should be ex-officio members. Mr. Donnelly asks that any committee member who has an idea about ex-officio members please email to the chair with the rationale for adding or removing. Mr. Donnelly can then have a conversation with Mr. Mazzucco about the suggested new members.

Future meeting schedule and discussion topics:

March:

- The committee will receive an update of current projects.
- Proposed bylaw changes will be considered.
- The School Committee and Superintendent Thomson will have the IT and Transportation requests at the next meeting as they need to be on the Annual Town Meeting Warrant.
- The timing of starting the capital outlay decisions for the coming year will be discussed. ○ Understanding that department heads and town administrators need time to finalize this upcoming year's plan the committee members should review the larger projects proposed on the FY24 plan and decide which ones need follow up. The Chair could then reach out to department heads and schedule some field visits to get the background on what is coming. Mr. McDonough suggested making the field trip a one-night evening.

The next meeting will be Tuesday, March 7th and the following meeting will be Thursday, April 27th.

Update on Committee Vacancy:

Mr. Donnelly has been in contact with the Moderator. Mrs. Slater will be sending out an email to Town Meeting members asking members to respond if interested.

Motion to adjourn was made by Mr. McDonough and seconded by Mr. Connolly.

Meeting adjourned at 7:12pm.

Respectfully submitted,

Sarah Sullivan
Clerk, Capital Outlay Committee