

Comprehensive Capital Budget Committee

MEETING MINUTES

Friday, November 3, 2023

Location – Remote Meeting on Zoom

Members Present: Chris Doyle, Deepak Garg, Susan Burgess-Cox, Jung Yueh, Mark Paolillo, Larry Link

Members Absent: Claus Becker, Pat Brusch

Nonvoting members present: Jennifer Hewitt, David Blazon

Chair C. Doyle called the meeting to order at 7:47am

1. Minutes
 - a. No minutes to review
2. CPC and Town Meeting Updates
 - a. Discussion of Town Meeting motions relevant to Capital Budget
 - b. Article 3: Transfer to capital stabilization fund amended with amount -- \$727,500 to each fund
 - i. Why deposit money into the stabilization funds?
 1. This is a transfer from FY24
 2. They are available for TMM to appropriate them right away (at Annual Town Meeting by $\frac{2}{3}$ vote)
 3. This provides fiscal flexibility in the event of a shortfall
 4. Do the stabilization funds contribute toward the 3-5% reserve policy
 - a. This *does* count toward the “available funds” that rating agencies consider when evaluating our financial health
 - b. There is no target for a percent of budget that should be contributed to capital stabilization
 5. Policies around free cash balance requirements may evolve in the future to incorporate our stabilization funds
 - ii. J. Hewitt notes that these transfers will likely be taken up as two separate votes at Special Town Meeting
 - iii. **MOTION: M. Paolillo moves that the Comprehensive Capital Budget Committee recommend favorable action on the transfer of \$727,500 to the capital stabilization fund**
 1. Second D. Garg
 2. Vote: Unanimous in favor (7-0)
 - iv. **MOTION: M. Paolillo moves that the Comprehensive Capital Budget Committee recommend favorable action on the transfer of \$727,500 to the general stabilization fund**
 1. Second D. Garg
 2. Vote: Unanimous in favor (7-0)

- c. Article 4: Capital Appropriation for security cameras at Wellington and Chenery Upper Elementary.
 - i. **MOTION: M. Paolillo moves that the Comprehensive Capital Budget Committee recommend favorable action on Article 4: Capital appropriation for security cameras at Wellington and Chenery Schools**
 - 1. Second: D. Garg
 - 2. Vote: Unanimous in favor (7-0)
 - d. Article 2: CPC Requests
 - i. Motion A:
 - 1. A. Pikcilngis provided background Community path request
 - 2. **MOTION: M. Paolillo moves that the Comprehensive Capital Budget Committee recommend favorable action on Article 3 Motion A (Community Path)**
 - a. Second: S. Burgess-Cox
 - b. Vote: Unanimous in favor (7-0)
 - ii. Motion B: Retaining wall
 - 1. D. Blazon provided background information on the request relating to the problems with the retaining wall and the purpose of the request: To hire an engineering firm to perform a full assessment and design an engineering plan to fix the wall
 - 2. J. Yueh asks where the funding for actually fixing the problem will come from (Answer: TBD after the assessment and engineering design, which will determine the cost).
 - 3. **MOTION: M. Paolillo moves that the Comprehensive Capital Budget Committee recommend favorable action on Motion B within Article 2 (Town Hall retaining wall)**
 - a. Second: D. Garg
 - b. Vote: Unanimous in favor (7-0)
 - iii. Item C: School Administration Building Roof
 - 1. D. Blazon provided background information on the roof condition, which was identified through an assessment of the Town Hall complex, including the School Admin Building
 - 2. **MOTION: M. Paolillo moves than the Comprehensive Capital Budget Committee recommend favorable action on Motion C within Article 2 (School Administration building roof)**
 - a. Second D. Garg
 - b. Vote: Unanimous in favor (7-0)
 - e. S. Burgess-Cox suggests that we note our agreement that none of the other articles require our recommendation
3. FY24 capital request update
 - a. J. Hewitt provided an update on the process for gathering requests
 - i. New templates
 - ii. Broadened focus to a loner time window

- iii. Each project request includes a 5-year timeline, which will help us be better prepared in future years
 - iv. One goal may be to gather all funding streams, not just discretionary capital funding
 - 1. Community Preservation Act (CPA) funds
 - 2. Enterprise
- b. J. Hewitt described an initial process for creating a 30-year plan, including strategies for getting a preliminary list of all projects with high-level estimates/placeholders
 - i. A. Pikilingis asks whether the long-term report should include all capital projects, not just those that we think will be funded through Capital discretionary or stabilization funds (e.g. enterprise fund projects, CPC, etc.)
 - 1. C. Doyle agrees and notes that this is the approach we will take in collaboration with other groups in town
 - 2. D. Blazon suggest it will be guesswork, so accepting a general sense will be necessary
 - a. A. Pikilingis: we will gather a list a determine a general order of operations -- we do not need the requesters to estimate the exact year (that will be the role of this committee and the Town Finance team)
 - b. C. Doyle describes the layer cake of a baseline of ongoing requests for equipment, then big one-time items like the Chenery Roof repair
 - c. J. Yueh suggests that we will need to include all the big items that are not often at the top of people's minds (e.g. roofs)
 - d. C. Doyle: We could recommend pre-funding known projects before they become acute needs (in the form of the ambulance funding we currently provide)
 - 3. M. Paolillo confirms that the impact on operating budget/expenditure be a consideration in our ranking criteria (this is built into our ranking criteria)
 - c. J. Hewitt reinforces that the department heads have a lot on their plates and that this will, accordingly, be an iterative process
 - d. Schedule for meeting with Department Heads:
 - i. **Target first week of January 2025 to start meetings**
 - ii. In future years we may move this earlier
- 4. Meeting dates
 - a. November 16 @ 7:30am
 - b. December 1 @ 7:45am
- 5. Updates from other committees
 - a. Not discussed, but see votes on CPC articles & motions above
- 6. Other business

- a. J. Hewitt: Override discussion and the capital request for a dedicated funding
 - i. Current feeling is that any additional funds might be designated to sidewalks
 - 1. **C. Doyle suggests we should discuss this a length in a future meeting**
 - b. J. Hewitt Also within-levy debt service will become available for capital use over the next several years
 - i. C. Doyle suggests that known future projects might need to be partially funded through debt (e.g. CUE roof repair)
 - c. J. Hewitt: Building assessment should be complete in January
7. Public comment
- a. No members of the public present

Meeting adjourned at 9:01am

Motion: M. Paolillo

Second: D. Garg

Accepted via unanimous consent

Minutes prepared by Aaron Pikcilingis