

Policy Sub-Committee of the Long-Term Capital Planning Committee

Minutes for Thursday, May 13th, 2021 meeting.

Opening

A meeting of the Policy Subcommittee of the Long-Term Capital Planning Committee was called to order on May 13th at 08:00 o'clock as a virtual meeting.

Present

- Chris Doyle
- Anne Marie Mahoney
- Melinda Huang
- Claus Becker (scribe)
- Larry Link (guest)

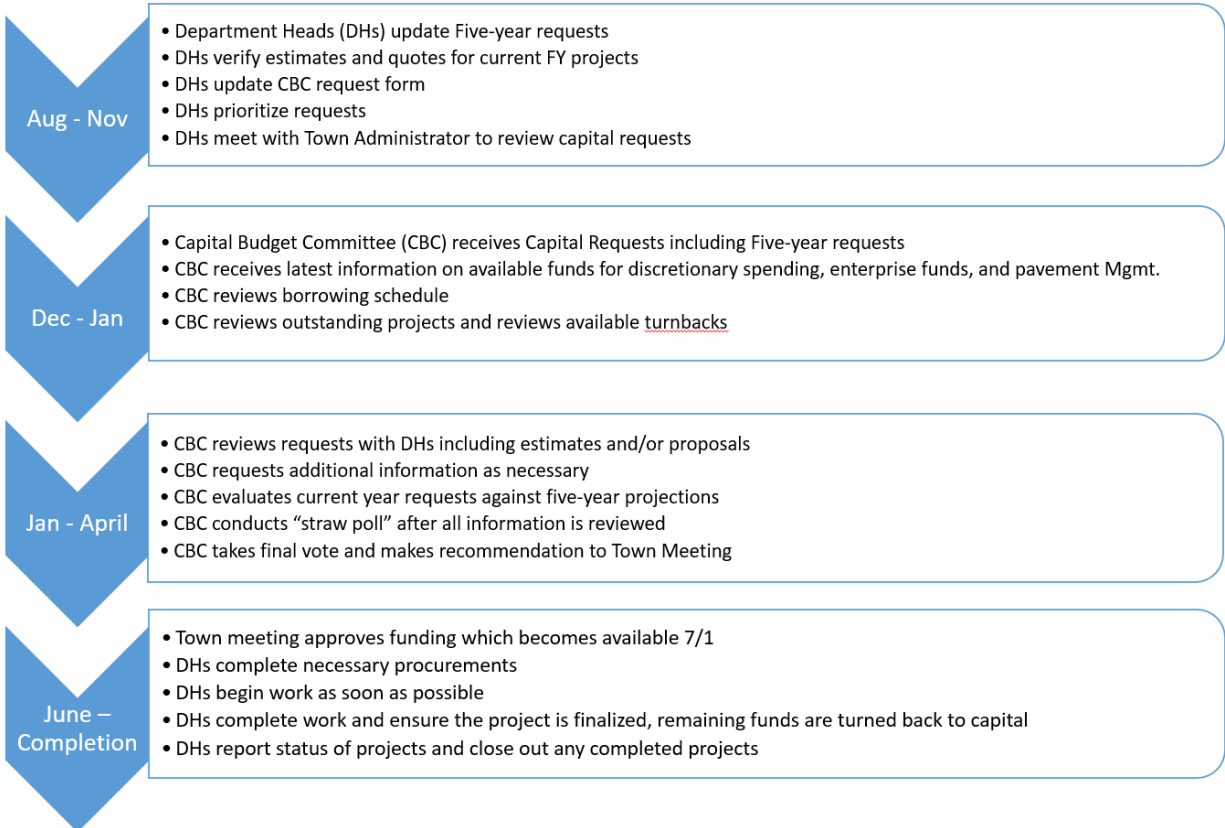
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DATE: February 2, 2022
TIME: 2:54 PM

Discussion of flow sheet with goal of finishing it so it can be discussed.

Anne Marie Mahony pointed out that we need to clarify role of town administrator and Moderator. Recent TM meeting revealed confusion in roles.

Mahoney reviewed a flowchart showing timelines for today's process, which has been in effect for years. It capture the central role of town employees in generation of proposals, with Town Meeting being the decision maker.



Chris Doyle raised discussion of whether there should be more guidance to town departments from Capital Planning Committee. E.g., list of town priorities and obligations. For example, clarifying what minor operating budget items are (minor, e.g., renew carpeting) and what are major items (capital, e.g., fire truck).. Agreement that 1) Minor items should be out of scope for this committee, and 2) the threshold for capital budget attention should be raised to \$25k. The ten-year standard to be kept. Team agreed to separate out vehicles and tech for which 5 years applies.

The team agree that the principal goal of the prioritization process should be to direct capital to the town priorities.

New CPC policies were reviewed.

Maintain inventory of assets. Discussed how detailed the elements should be described, e.g., do we call out items like boilers separate from buildings?

Divergence over time as one part of building may be replaced, e.g., playground equipment but not roof.

Discussion of need for different policies of capital assets and capital projects.

Decided that Melinda and Claus to suggest weights for prioritization scheme.

Claus and AnnMarie to review representative past projects and see if decisions might have been different under the prioritization scheme.

Next steps

Claus and Melinda to propose prioritization scheme with weights. Validation with Ann Marie Mahoney.

Adjournment

The meeting ended at 09:00.

Minutes were approved with changes on January 20th, 2021. Submitted by Claus Becker.