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

Minutes for Thursday, May 13<sup>th</sup>, 2021 meeting.

### Opening

A meeting of the Policy Subcommittee of the Long-Term Capital Planning Committee was called to order on May 13<sup>th</sup> 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.

• Department Heads (DHs) update Five-year requests • DHs verify estimates and quotes for current FY projects • DHs update CBC request form • DHs prioritize requests · DHs meet with Town Administrator to review capital requests • Capital Budget Committee (CBC) receives Capital Requests including Five-year requests CBC receives latest information on available funds for discretionary spending, enterprise funds, and pavement Mgmt. • CBC reviews borrowing schedule CBC reviews outstanding projects and reviews available turnbacks CBC reviews requests with DHs including estimates and/or proposals CBC requests additional information as necessary CBC evaluates current year requests against five-year projections Jan - April • CBC conducts "straw poll" after all information is reviewed • CBC takes final vote and makes recommendation to Town Meeting • Town meeting approves funding which becomes available 7/1 • DHs complete necessary procurements • DHs begin work as soon as possible • DHs complete work and ensure the project is finalized, remaining funds are turned back to capital Completion • DHs report status of projects and close out any completed projects

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 20<sup>th</sup>, 2021. Submitted by Claus Becker.