

# Policy Subcommittee of the Long-Term Capital Planning Committee

Minutes for Tuesday, March 16, 2021 meeting.

## Opening

A meeting of the Policy Subcommittee of the Long-Term Capital Planning Committee was called to order on March 16<sup>th</sup> at 08:15 o'clock as a virtual meeting.

## Present

- Chris Doyle
- Anne Marie Mahoney
- Melinda Huang
- Claus Becker (minute taker)
- Lisa Pargoli (observer)
- Phil Thayer (observer)

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DATE: March 31, 2021  
TIME: 2:53 PM

## Approval of agenda

The agenda was approved by all members of the sub-committee.

## Discussion of potential new process for capital planning

Anne Marie Mahoney (AMM) went over the history of the Capital Committee and the development of its responsibilities. Historically has been concerned w expenses more than \$10k and with a lifespan exceeding ten years. There was agreement that the dollar limit should be increased, and the lifespan limit should be reduced to the accelerated obsolescence of technology.

Departments are responsible for smaller projects and general maintenance, even when it exceeds the limits (e.g. replacement of carpet).

Emergency spending is handled by the Warrant Committee.

The current planning process in short:

- September – requests received from department heads
- January – meetings with department heads
- Recommendation presented to Town Meeting in May

The sub-team has been charge with proposing a new capital planning process to cover five-year period. Melinda Huang and Claus Becker presented a proposal for new project intake form and a scorecard-based prioritization which would prioritize spending on projects that address hazards, legal requirements, support town strategies, or provide attractive financial return (RoI). There followed a discussion of how a “legal requirement” could be defined and how large an RoI would need to be to be “attractive”. Claus Becker proposed to provide an excel spreadsheet to help automate the prioritization process and to test the concept against past budgets.

The meeting ended at 09:00.