

CAPITAL IMPROVEMENT PLANNING COMMITTEE
Minutes of Meeting January 3, 2013

The Committee met at 2:00 pm in Town Hall Room A and adjourned at 4:30 pm. Chair Wally Hess presided. Present were Selectman Erin Battistelli, Carrie Arnaud and June Michaels. Roberta Josephson and Linda Sanders were absent. School Superintendent Rob Liebow and Finance Committee member Bill Wagner also were present.

Minutes

Erin Battistelli moved, Carrie Arnaud seconded, and the committee approved the minutes of December 3rd. Carrie Arnaud moved, Erin Battistelli seconded, and the Committee approved the minutes of December 10th with minor changes. Wally Hess moved, Erin Battistelli seconded and the Committee approved the minutes of December 11th with minor changes. Wally Hess moved, June Michaels seconded and the Committee approved the minutes of December 17th with minor changes. Wally Hess moved, Carrie Arnaud seconded, and the Committee approved the minutes of December 19th.

Cover Letter to Board of Selectmen

The Committee reviewed the draft prepared by Wally Hess. Since the CIPC believes there is insufficient funding for several large scale projects, the letter will simply state that we cannot recommend them at this time. The letter may identify such large projects (Long Beach breakwater, Building renovations in the Master Building Plan, other harbor work, major water system expansions).

General Fund Requests for FY2014

Wally presented a new spreadsheet with changes from the December 19th meeting. June suggested making the first repayment of principal in the budget year (FY2014) for all short term (3 to 5 years) borrowing. The Committee will wait to see the impact of this before voting the recommendations. A short meeting will be necessary before the presentation to the BofS - tentatively scheduled for 2:00 pm Tuesday January 8th.

The interest rate will be conservatively estimated at 4%.

The IT Plan will be bundled together into one line in Article 6 on the warrant. The Finance Committee letter to the voters will contain a description of what is included in the \$1.191 million, and what are the phases of completing the upgrade. The CIPC expects that there will be more detail available by March and that some estimates in the IT plan may be reduced in cost (Financial software, wiring classrooms, e-document storage). The Committee discussed the reasons for including \$600,000 in computer purchases in the borrowing, rather than allow the technology program to run aground in years when there is less Free Cash.

School Department - the Committee recommends funding \$19,000 for Kitchen Equipment in FY2014 from Free Cash. We expect that there will be requests in upcoming years, but do not want to commit to borrowing for 5 years of kitchen upgrades at this time (if there are other priorities in the Master Building Plan). June Michaels moved, Erin Battistelli seconded, and

the Committee decided to recommend borrowing \$135,000 for exterior doors in FY2014 since there is a heating and safety problem, and since the doors can be done independently of other projects. The whole \$68,000 for stair treads will also be funded by borrowing in FY2014 although the work may stretch over several years.

DPW Asset Management System is recommended **contingent** on approval by the Board of Selectmen of the new position to manage the system.

DPW projects for Library fire escapes and Old Police Station roof will be moved into building section. \$9,000 for one-third of the G150 Pickup Truck and \$11,000 for the rider mower will be funded from Free Cash rather than borrowing, as there are sufficient funds to cover them and plenty more borrowing on the horizon.

Wally will:

- update the debt schedule 2014-2018 showing the impact of borrowing recommendations.

- revise the draft letter to the Board of Selectmen explaining

Upcoming meetings

Tuesday, January 8, 2:00 pm - Town Hall Room A - vote on recommendations and cover letter to BofS

Tuesday, January 8, 7:00 pm, Town Hall Room A - explain plan to BofS

Monday, January 14, 2:00 pm - revise capital plan as necessary

Tuesday, January 15, 7:00 pm - Town Hall Room A - BofS budget workshop with Finance Committee, CIPC, Departments