

**Town of Sudbury ~ Capital Improvement Planning Committee**  
**Minutes of Meeting**  
**Wednesday – November 15, 2006**  
**Flynn Building (Silva Room) – 7:30 pm**

**Present: Kirsten Roopenian, Pascal Cleve, Dan Silva, Dan Messina, Derek Oram and Andrea Terkelsen.**

**Opening Remarks:**

The meeting was opened at 7:35pm

**Item 1: Overview of staff committee submission:**

Andrea Terkelsen provided an overview of the staff committee's submission for FY08 CIP budget. Projects have been broken down into three major categories based on likely funding sources – CIPC operating budget, CPA and Town Meeting Articles. Terkelsen said the staff committee considered dozens of projects, prioritized and provided a list of (16) items for approval/recommendation. Regardless of funding source, the CIPC is required to review and issue recommendations to the FinCom, Selectmen and at Town Meeting. This year's submission tally is \$314,148 for operating, \$100,000 for CPA and \$9.02M for Articles (including the proposed Police Station project. Pascal Cleve asked that the Town Manager provide some indication of how much money might be available for capital items and the likelihood of capital and/or operational overrides. Terkelsen remarked that the budget cycle has just gotten underway but that further information on expense projections would be forthcoming.

**Item 2: Liaisons Reviewed:**

Kirsten Roopenian reported that various committee members have volunteered as CIP liaisons for the FY08 budget cycle. Pat Kinney will be liaison for reviewing and updating the CIP Bylaws for the Town. Pascal Cleve will be liaison for Technology projects. Dan Messina will be liaison for the new Police Station project. Dan Silva will be focusing on other major projects for both Town and Schools. Derek Oram will be working with the DPW regarding all highway/grounds equipment for lease or purchase. Kirsten also mentioned that Terry Billig has been named FinCom liaison to the CIPC; she'll be attending future meetings and reporting back to FinCom on various issues.

**Item 3: Hearings with Department Heads:**

The committee voted/decided on (2) nights for CIPC budget hearings to be held November 29<sup>th</sup> & 30<sup>th</sup>. All department heads with capital items under consideration will be asked to present & answer questions put forth by the committee. Pascal Cleve and Derek Oram both emphasized the need to discuss any existing bids/quotes, equipment features and expected costs. The committee will need to understand the details in order to affirm "best case" scenarios and manage capital expenses.

**Item 4: New Chairman:**

Kirsten would like to step down as chairman and asked other members to consider taking over duties. Kirsten will remain as acting chairman until a replacement is found.

**Item 5: CIP Staff Submission Discussed Further:**

Pascal asked for clarification on operating verses debt impact of larger capital items. He asked that the committee obtain average tax bill impact of these proposed projects from the Town

Manager. Kirsten also asked that the Finance Department provide an update of all ongoing/completed projects from the FY06 timeframe. That it would be helpful to know what projects will be completed by Town Meeting. Dan Messina remarked that in past years the committee has voted on operating projects but also provided recommendations for any other capital items at/for Town Meeting. Dan Messina and Kirsten both confirmed that sidewalk construction projects have been sponsored/paid for by both the Town and CPA. The committee as a whole agreed that this year's request for sidewalk funds could be submitted to the CPA. Andrea suggested deferring any detailed discussion regarding the Police Department project for the time being, since its consideration will be a government-wide collaboration. All other projects will be discussed at the upcoming hearings the week of November 27<sup>th</sup>.

**Item 6: Adjourned**

There being no further business, the committee adjourned at 9:05 pm.

Next meeting will be held on November 29, 2006 in the Flynn Building Silva Conference Room at 7:00 pm.