

CIAC - Capital Improvement Advisory Committee
Meeting Minutes DRAFT
September 7, 2016
6:00 PM – 7:35 PM
DPW – 275 Old Lancaster Road

Present: Susan Asbedian-Ciaffi, Jamie Gossels, Mark Howrey, Tom Travers, Jim Kelly, Susan Abrams

Also Present: Jose Garcia-Meitin (FinCom)

Not Present: Eric Greece, Michael Lane

Chairman Mark Howrey, following acknowledgement of a quorum, called the meeting to order.

Item 1: Discussion of ideas for how to improve the review process

The committee reviewed the current Capital Plan, noting that several projects over \$1,000,000 will be coming up in the next 5-15 years.

Reviewing the Town Meeting votes and the subsequent failures at the polls, it seems that there is a need for more education for the community around the capital requests. This may have been a contributing factor to the success at Town Meeting where people heard the rationale for requests but the failure at the polls where people who had not attended Town Meeting did not have that information.

There was a sense of the committee that funding sources for these items should be identified going forward so the need for overrides is minimized. It was also emphasized that there should be a means to include these items in the budget.

Suggestions included:

- Additional communication between the Finance Committee and the CIAC and the Capital Finance Committee and the CIAC
- Get on the FinCom agenda early and provide them with the Form As, as well as additional information that the CIAC gains from meetings with department managers responsible for budgets and committee discussions.
- Make sure that Form As are filled out as completely as possible
 Jim will address this when he sends out the Form A to managers
- Have CIAC members at FinCom discussions on our recommendations
- Make sure all reports to BoS and FinCom have as much information as possible

There was a discussion on the pros and cons of prioritizing our recommendations. The bylaw creating CIAC charges the committee with examining requests and making recommendations. It does not charge the committee with prioritizing requests.

Item 2: Review preliminary list of capital projects for FY2017 and Fall town meeting.

Jim reviewed the goal of having a fall town meeting-to address capital articles. He has four articles to date:

L-S Turf Field	L-S is intending to fund this from their Excess and Deficiency Fund (Free cash) from their budget, along with donations. Therefore this article, theoretically, has funding in place.
Rolling stock	a loader and a dump truck
L-S	security cameras
SPS	Security access control

Discussion included:

The subject of free cash and how it is used or saved was discussed. Free cash is certified in the fall so it is available to fund projects at fall Town Meeting.

There was concern about the short window to discuss items and get sufficient detail on the requests before we have to make a recommendation. This problem appears to be limited to this year, since the fall Town Meeting is a brand new practice. Jim assured the committee that future fall Town Meeting requests would be known the previous spring. That means that department managers will need to be prepared to come to the CIAC in the fall and update the committee on the projects for fall Town Meeting.

Jim will contact everyone with requests for this fall and ask for additional details such as truck maintenance costs over the past several years. Send any questions to Jim so he can get the answers. He will send the committee the Form As for the fall Town Meeting.

Tom will send the liaison reports from last spring.

Item 3: Meeting schedule

Next two meetings: October 5 at 6pm
 October 13 at 7pm

All meetings are at the DPW building.

Meeting adjourned at 7:35pm.

Respectfully submitted,

Sue Abrams
Clerk

Handouts:

- Preliminary budget
- Overview of the Capital Plan-subject to revision
- FY18 Capital Planning Summary
- Suggestions from Jose Garcia Meitin for enhancements to Form A and other supporting materials provided to FinCom