

CIAC - Capital Improvement Advisory Committee
Meeting Minutes
August 30, 2021
7:07 PM – 9:11 PM
VIA Zoom

Present: Jamie Gossels, Tom Travers, Susan Asbedian-Ciaffi, Sue Abrams, Matt Dallas, Michael Cooper arrived 7:25

Absent: Will Kunkle

Also Present: William Barletta (Director of Facilities), Jennifer Roberts (Select Board), Janie Dretler (Select Board), Sonny Parente (Finance Committee)

Chairman Asbedian-Ciaffi, following acknowledgement of a quorum, called the meeting to order at 7:07PM.

Vote taken to call the meeting to order:

Abrams: Aye Dallas: Aye Travers: Aye

Asbedian-Ciaffi: Aye Gossels: Aye

Item 1: Approval of Minutes of March 23, 2021 minutes.

Minutes of the March 23, 2021 meeting were approved as presented.

Asbedian-Ciaffi: Aye Dallas: Aye Travers: Aye

Abrams: Aye Gossels: Aye

Item 2 Capital Report and Financial Policies

Presenter: Jennifer Roberts represented the Select Board

The CIAC was presented with the newly created Financial Policies draft and asked for feedback on the document. The committee agreed that the draft was a good document and succeeded in laying out the financial policies. Feedback will be presented in a memo to the Select Board.

Suggestions:

- The policies are clear but the plan for getting to compliance with some of them will be difficult. Following the model of the DPW, projects should be followed up with reports from the cost centers. Updates should include information such as where the project stands at the end of a year, what final numbers are as compared to initial report of costs, changes in the project from original description etc. These updates should be made after a year and, if needed, continue to be made until the project is complete.
- Page 18 of the report: It was suggested that the joint meeting use the CIAC report because it reflects the big ticket items and will avoid redundancy at the joint meeting. Additionally, instead of the cost center manager having to go before all the individual committees, everyone would have an opportunity to ask questions based upon the report. Cost center managers would only have to address issues brought up at the meeting. The Town Manager would present his capital budget at the meeting since it is not reviewable by the CIAC under the by-law. This would make the meeting more efficient and the other committees would have the advantage of the CIAC's Information which would reflect the most current presentation and information based on questions and concerns raised by the CIAC. The CIAC meetings are usually completed by the end of February. This process has been used in the past but not in the last few years.
- CIAC meetings should be recorded so other committees can track discussions.

Discussion:

- Is there a timeline for the Town Manager to submit the capital plan to the CIAC?
 - Bill Barletta explained the timeline:
 - Late August-October, senior managers meet with Bill, Henry Hayes
 - Initial meetings with CIAC and Bill to review should be in early January
 - CIAC questions are relayed to cost center managers by mid-January
 - CIAC gets answers, presentations by the end of January for all warrant articles
- Page 5 of the report (Stabilization Fund)
 - It requires a 2/3 vote at Town Meeting to use this stabilization fund.

- DLS recommends contributions of 3-5% annually. That amount would be 3 to 5 million dollars a year. Last year the town contributed \$250,000.

- Why aren't the LS items included as a capital project? The DLS Report recommended that LS capital projects be funded through an allotment each year but the Select Board chose not to take that recommendation.
- Funding of the Turf Stabilization Fund was questioned. Small amounts have been put aside in the past few years with the intention of building a significant fund. The funding needs to be clearly defined and implemented.
- Debt...what happens to the debt included within the levy after it is paid off? The DLS report strongly recommended that the town put more of the debt within the levy. When the debt is paid off it should be used to fund the Capital Stabilization Fund.

- CPC...why aren't all land acquisitions funded through CPC?

Some do not qualify under their guidelines-Sewataro is an example of that.

- What is the best definition of a capital project? Currently it is anything over \$20,000 (also a recommendation by the DLS) and anything between \$20,000 and \$100,000 goes into the Town Manager's budget. It was suggested that the number should be higher so that anything below that limit is included in the operating budgets of departments.
- Prioritizing...This is a recommendation on page 9 of the DLS report. Bill and Henry are working on criteria. CIAC was provided a draft of the definitions.
- How is the town going to reach these goals, particularly the in-levy debt goal and the capital stabilization funding goal?
These are the two most challenging goals but much of the other recommendations are consistent with current practice.

Susan Ciaffi will write a memo based on tonight's feedback and the CIAC will schedule another meeting to review the memo.

Bill would like another meeting to discuss the process around Form As, which are due to Bill by mid-October.

Dates for both meetings will be determined.

Motion to adjourn at 9:11 by Tom Travers, seconded by Sue Abrams.

Abrams: Aye	Dallas: Aye	Cooper: Aye
Asbedian-Ciaffi: Aye	Gossels: Aye	Travers: Aye

Respectfully submitted,
Sue Abrams
Clerk