

Capital Planning Committee Meeting Minutes

July 15, 2021

Bolton Town Office

Members Present: Sharon Murray (Chair), Jen Dudley-Gaillard, Steve Barner, Joss Besse, Henry Corse

Members Absent: Tony Barbagallo

Clerk: Amy Grover

1. **Call to Order:** Sharon Murray, Chair, called the meeting to order at 6:00 p.m. with a quorum of five members present.
2. **Agenda:** Modifications, additions, deletions – none.
3. **Public Comment:** None.
4. **Meeting Minutes:** Jen Dudley-Gaillard made the motion *“to approve the March 11, 2020 meeting minutes as presented.”* Seconded by Joss Besse. There was no further discussion, and the motion carried (5-0).
5. **CPC FY21/22 Organizational Meeting:**
 - CPC Charge, Role, Responsibilities – Review. Discussion included:
 - Review of role and responsibilities, if any changes were needed to the charge, capital plan and equipment purchase timeline/life expectancy, debt service.
 - Reactive mode by the town, and if this due to the capital plan being too optimistic.
 - Whether the CPC is needed, helpful and valid, or whether a single person/staff member can fulfill that function.
 - Amy Grover asked why the CPC did not meet since 2020. Sharon Murray stated this was due to the BSB not requesting that the CPC meet, and that the CPC was not provided with any financial information. Amy Grover noted she was not aware of any requests made to her for any financial information.
 - Historical data now can assist with the capital plan replacement schedule with respect to life expectancy, replacement schedules, lease options, debt service.
 - Concerns and frustration expressed with the 2021 BSB grader purchase and purchase process.
 - Election of officers: Chair, Vice Chair, Clerk.
 - Brief discussion of Chair role, Henry Corse stated he was willing to serve as Chair. Amy Grover stated she would prefer not to clerk for the CPC. Sharon Murray noted the CPC had provided clerking services internally before and that was not an issue. Steve Barner volunteered to be appointed as clerk. Amy Grover noted her thanks and the need for draft minutes to be provided to both her and Carol Devlin within 5 calendar days to meet compliance with Open Meeting Law.

- Joss Besse made the motion “to appoint as Henry Corse as Chair, Jen Dudley-Gaillard as Vice Chair, and Steve Barner as Clerk.” Seconded by Steve Barner. There was no further discussion, and the motion carried (5-0).
 - FY 22 Meeting schedule: Henry Corse made the motion “to set the regular CPC meeting date as the first Thursday of the month at 6:30 p.m.” Seconded by Jen Dudley-Gaillard. There was no further discussion, and the motion carried (5-0).
 - Rules of Procedure: Draft Rules of Procedure reviewed and discussed. Joss Besse made the motion “to approve the Draft Rules of Procedure as amended.” Seconded by Henry Corse. There was no further discussion, and the motion carried (5-0).
 - Hybrid/Remote Access Meeting Option Advisory Vote. Discussion included:
 - Meeting ADA requirements, increased participation by both community and board members.
 - Steve Barner made the motion “to recommend to the Select Board that the town utilize a hybrid meeting model.” Seconded by Jen Dudley-Gaillard. There was no further discussion, and the motion carried (5-0).
6. **FY20/21 Updates:**
- Capital Expenditures: discussed under CPC charge agenda #5, review of CPC spreadsheet and the recommendations of 2020.
7. **FY 21/22 CPC Work Schedule**
- Capital Asset Inventories and “list” to be provided to the BSB:
 - CCRPC Town Highway Inventory: Joss Besse to check in with CCRPC on the inventory that was to be completed December 2020.
 - Request assistance for additional highway project designs/scoping through the UPWP.
 - MRGP project status: Not a priority for capital budget. Sharon Murray stated that the BSB should track ongoing status.
 - Road Management/Improvement Plan: Status of fully pursuing unclear, request assistance for further designs through UPWP. Previously had been an ask from the Select Board.
 - Town Garage Assessment: A standing recommendation, status unclear, not previously a BSB priority. The Energy Committee is currently pursuing solar options which will require a structural/engineering assessment.
 - Research new capital projects that need to be budgeted for over the next 5 – 10 years. Amy Grover noted potential for a new septic system for the Town Office/Fire Station.
 - Require access to budget, debt service, audit.
 - FY 23 Capital budget, reserve fund recommendations: Requires access to staff, information and numbers for budgeting, ability to look forward in order to budget for reserves.
 - Brief discussion of capital plan spreadsheet and the format; simplification needed.
 - Update to CIP policy. Areas previously recommended. Need information on budget trends, debt service, and capital expenditures under consideration.
8. **Adjournment:** Jen Dudley-Gaillard moved to adjourn the meeting; seconded by Joss Besse. The motion carried (5-0); meeting was adjourned at 8:15 pm. The next meeting of the CPC is scheduled for August 5, 2021, 6:30 p.m.

Minutes are in draft form until approved by the committee.
Approved on: August 12, 2021.