

**Capital Budget Committee**  
**Monday February 5, 2018, 3:00pm**  
**Bridgewater State University Room 202**

**Members Present:** Sandra Fife – Chairwoman  
Curt Sears  
Joanne Crowley  
Judy Connors Tarver  
Kathe Hyslop  
Ken Mudie

Shawn MacInnes, Municipal Operations Director

**Guest:**

Meeting Called to Order at 3:03 pm by Sandra Fife

**Approval of Minutes.**

Curt made motion to approve minutes of 12/18/17. Ken seconded. Unanimous

**Renewable Energy Capital Request**

Shawn presented the capital request for renewable energy initiatives. Shawn stated that the request was part of the Town seeking the Green Communities designation with the State. Obtaining the designation would make the Town eligible for over \$200K in grant funds for renewable energy projects annually. One of the designation criteria is the implementation of an energy reduction plan that would reduce the Town's energy consumption by 20%. The Town is currently in the process of performing energy audits on all Town buildings. The results of those audits will identify energy savings initiatives to be implemented. The requested \$15K would be used to implement these initiatives, as well as possibly being used for electric vehicle charging stations.

Curt questioned if the proposed \$24K Free Cash grant for electric vehicles and charging stations is the same as the renewable energy capital request. Shawn explained that the Free Cash grant is mostly for electric vehicles. The Town is in the queue for potential grants for electric vehicles and charging stations, but the funding seems to have dissipated. The Free Cash grant would allow the Town to continue with the procurement without the grant.

Curt made a motion to approve the renewable energy initiatives capital request. Kathe seconded. Unanimous vote.

**Annual Report Review**

The Committee reviewed the Capital Budget Annual Report memorandum for the Town Administrator to present to the Board of Selectmen.

There was discussion about the proposed DPW facility. Sandy inquired as to whether the DPW Director will be back in front of the Committee for final review before a Town Meeting. Shawn explained that the DPW Director will be back. However, the Board of Selectmen still have not decided

whether the Annual Town Meeting article will be for the Design and Construction (approximately \$15M) or only for design costs (yet to be determined). Shawn will schedule the DPW Director to update the Committee at the next meeting. In the meantime, Shawn will remove wording in the Annual Report memo that indicates that the new facility could be funded from “Debt Drop-off”. It could be misleading due to the fact that there are a number of other large capital items coming up, and “Debt Drop-off” could be applied to any of them.

In reviewing the list of recommended Capital items, the Committee agreed to remove the \$11,750 request for a mower by the Park Division. This is due to the proposed consolidation of Park and Cemetery into DPW. The previously approved \$15K for renewable energy initiatives was added to the list

The Committee also reviewed the proposed Free Cash grants. The requested removing the \$7K for the police security fence because it doesn't meet the capital review threshold. They also wanted the heading of the Free Cash table to read “Draft” as well as adding comments that the Free Cash items need to be reviewed with Town Administration before they can approve.

The Committee reviewed the 5 year Capital projections and Sandy noticed that the 2019 requests do not match the Committee's approved requests for FY19. Shawn will review and verify that the numbers match.

Curt inquired as to what the \$200K in stormwater management funds are being spent on. He stated that he still sees flooded roads all over town. Shawn indicated that he will ask the DPW Director to address when he's in to present on the DPW Facility.

Joanne had question on the five year plan of COA. It included items that would really be requested by Facilities. She also believes requests should have accurate estimates. Capital times like construction should be part of Facilities requests, not individual departments.

### **Preparation for BOS 2/6 and FinComm 2/7 Meetings**

There was discussion about what would be required for the upcoming Capital review meetings with the Board of Selectmen and the Finance Committee. As the Committee has already presented it's recommendations to the Board in November, it was agreed that they would present the Annual Report memo to the Board of Selectmen on February 6<sup>th</sup>, and the Finance Committee on February 7<sup>th</sup>, for both to review and provide feedback.

### **New Business**

### **Upcoming Meeting Dates:**

The Committee scheduled the next meeting for February 27<sup>th</sup> at 2:00pm at Bridgewater State University

The Committee would like the DPW Director and Town Clerk at the next meeting to discuss the DPW Facility and the Electronic Voting Machines Free Cash Grant request.

Any other articles needing voting for ATM

**ADJOURN:**

There was a motion for meeting to adjourn at approximately 5:00pm.

**Motion by:** Curt **Seconded by:** Judy

**Vote: 6-0-0**

**Respectfully submitted by**

**Shawn MacInnes**