

Capital Planning Committee Minutes
January 30, 2020

Attendees: Audrey Kalmus (chair), Maria Hylton, Peter Hussey, Jim Henderson, Mary Day, Jonathan Dwyer

Ms. Kalmus outlined the agenda for the meeting:

1. Writing down policies and procedures for capital request submissions
2. Library work
3. DPW equipment inventory analysis
4. Lincoln-Sudbury requests

The committee discussed written policies and procedures. Reviewing the written materials with the full committee would be inefficient. A working group could develop materials and bring them for committee review.

The materials include a memo and request form. Mary Day sometimes works closely with departments, particularly if the requestor is inexperienced. We could write down the process for this committee; it doesn't always need to be shared with the requestors.

Maria Hylton raised that the majority of departments submit requests that are considered satisfactory every year. General guidance could provide discretion to the committee for what is an appropriate request.

Some requests do not adhere to normal timelines due to exigencies. For example the radio request this year came in later than usual because they were working on it. Our processes should preserve enough flexibility for these types of requests.

For DPW requests we need to understand their equipment needs and inventory. We need to be careful not to interfere with department managers' authority over operations. One possibility is to add a question to the request form that would flag changes in level of service.

We are planning a working group to consider a written committee policy and to review the request form. The group will study the issue and bring to the committee for discussion before Mary sends out materials next year; group should work in April and May after town meeting.

The committee turned to the library next step. At the meeting with the library a working group with a FinCom rep, CapCom, Trustees, and town building management. Mostly this about figuring out how to get more structure for library bids and requests.

The committee discussed the DPW equipment analysis. One or two meetings with DPW could help us understand the equipment inventory. The existing list could be expanded to cover uses of equipment. This will enable us to understand how equipment requests match against uses

and other equipment. Jim Henderson will meet with DPW in April-May to prepare the inventory then come back to the committee with recommendations.

The committee discussed Lincoln-Sudbury High School requests and communication with CapCom. Audrey Kalmus will talk with Lincoln reps and administrative staff for L-S to discuss communication and report back to this group if any actions are needed.

Meeting adjourned at 8:58 pm.

Approved: March 11, 2020