



# TOWN OF UPTON, MASSACHUSETTS

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## CAPITAL BUDGET

### Capital Budget Committee Meeting Minutes

Date: January 09, 2020

Time: 18:30 hours

Location: Fire Station, 2<sup>nd</sup> Floor Training Room

Present:

D. Lazarz, R. McGuire, D. O'Brien; T. Davidson, Justin Pollard

Guests:

Town Manager Derek Brindisi;

Meeting opened at 18:30 hours.

1. Committee reviewed meeting notes from October 4, 2019. Motioned by R. McGuire seconded by D. O'Brien to recommend favorable action to accept meeting minutes with a few editorial corrections discussed in the meeting. Motion carried by majority, one member abstaining.
2. Committee reviewed Calendar Year 2019 Annual Report. Review committee accomplishments & 2020 goals in the report to confirm committee concurrence. Motioned by R. McGuire seconded by D. O'Brien to recommend favorable action to accept Report with a few editorial corrections discussed in the meeting. Motion carried unanimously.
3. Town Manager Derek Brindisi provided a summary of the December 2019 Town Manager & BOS Workshop. Committee discussed a 10-year CIP and an initial draft of items that includes initial planning ideas from Town Departments (PD, Fire/EMS & DPW). Current CIP plan covered Town Departments and Library Trustees and was for a five (5) year period from FY 2017-2022. Committee shared with the Manager the CIP Planning & Evaluation Best Practice from Town of Uxbridge the committee is reviewed and considering adapting as a guideline for project review prioritization and tracking. Committee discussion with the Manager on the importance of improving Project Visibility and Tracking for Taxpayers and Citizens.

4. Committee reviewed the DLS Report on Capital Planning Analysis for the Town of Uxbridge published in December 2017 and the Sample Policy on Capital Planning in the Appendix in the of the Report. Committee discussion identified this best-practices policy guideline aligns well with Upton's CBC thresholds and guidelines established in our Town Bylaws for Capital Projects review. Motioned by T. Davidson seconded by D. O'Brien to recommend utilizing this sample policy as a template for the CBC in developing a Town of Upton specific CBC guideline for planning, review, prioritization and tracking of capital projects. Motion carried unanimously.
5. Committee reviewed annual calendar. Committee goal was to have six regular meetings, three winter & spring and three in the fall on the 2<sup>nd</sup> Thursday of the month. The committee also set a goal to begin planning an annual Capital Planning Workshop in the Fall.
6. Motion to adjourn put forward by D. O'Brien and seconded by R. Maguire and carried unanimously. Committee adjourned at 19:25 hours.

Submitted By: D. Lazarz

02/11/2021