

CPIC Meeting Minutes
May 8th, 2017
Upper Town Hall Meeting Room

Present: Debbie Ricci, SusanMary Redinger, John Seeley, Alice von Loesecke (arrived 8:19am), Tim Bragan, David Nalchajian. Absent: Teresa Jardon.

Debbie called the meeting to order at 8:17AM.

Minutes:

Minutes of the 4/24 meeting were reviewed and amended.

MOTION: SusanMary made a motion and John seconded to approve minutes of 4/24 meeting as amended. **VOTE** 4/0

Public Commentary – None.

STM: June 13th

Tim updated the committee on the Special Town meeting (STM) scheduled for June 13th. Anticipated needs for the \$1.6M of certified Free Cash at this point are \$195,000 for the insurance and some amount for snow and ice deficit (currently at \$268,000). Final amounts will be determined by the next BOS meeting (5/16).

Debbie passed out a spreadsheet with the current status of the Capital Stabilization and Investment Fund based on transferring \$1.4M from Free Cash to the Fund for FY17.

The committee discussed the \$188k additional funds approved for the Hildreth House at last year's Special Town Meeting and agreed not to make a request to use free cash or capital to pay it off.

David let us know that the Bonding Council is asking for further information regarding the Fire Pond project. There is no full project amount, or set timeline. Tim recommended taking the \$100k from the Capital Fund to pay for the Fire Pond project presented at ATM.

MOTION: Alice moved to fund the \$100,000 request for Fire Pond restoration through the CPIC fund (rather than the short term excluded debt as previously voted upon at 2017 ATM). John seconded. **VOTE:** 5/0.

Tim will add this item to the warrant for the STM.

Two other articles have been proposed for the STM. (1) Increasing the BOS budget for professional services by \$7,800. (2) Planning board requested \$8,000 to front fund 80% of a grant to work on zoning changes (all but \$1,600 would be returned to the fund after the grant comes through). If the grant is not received, the request would be rescinded.

An article for the CPIC by-law change will be included. Tim explained that the change approved by CPIC at a previous meeting was inconsistent with MGL. The change was incorrectly made to the vote required for funds coming *out* of the Capital and Stabilization Fund, however, the change should have been made to the vote for funds going *in* to the fund.

MOTION: SusanMary made a motion to submit an article for the STM to change CPIC's by-law (17-3) to state that the Town may appropriate monies into the Capital Stabilization and Investment Fund with a majority (rather than a two-thirds) vote; and to withdraw the previous request to change the by-laws. Seconded: Alice. **VOTE:** 5/0.

HES Update:

SusanMary gave updated project numbers for the HES Renovation.

Scheme:	Construction Budget	Project Budget	Harvard Share
Alt. 1: New Wing	\$23,792,000	\$32,903,000	\$19,240,000

Alt. 2: New Wing, and Cafeteria	\$25,957,000	\$35,048,000	\$20,042,000
Alt. 3: New Wing, Cafeteria and Gym	\$28,692,000	\$40,272,000	\$24,340,000
Alt. 4: New Building	\$37,708,000	\$47,511,000	\$32,462,000

Alice and David gave a review of how the bond rating for the town is affected by the debt for the project. Essentially, the percent of the debt service and the overall debt load are pieces that need to be taken into consideration as CPIC reviews the project expense. A third piece is the timing of current debt retiring. The MSBA route adds validity to our debt service because it adds scrutiny. The committee discussed how to provide input to the HES Building Committee on the schemes being considered. Don Ludwig will have numbers to present to the Building Committee at their meeting on Thursday this week. CPIC will need to meet on May 22nd in order to provide input to the Building Committee for their June 8th decision.

Review of CPIC Forms

The committee reviewed last year’s forms for any changes. Changes were proposed. Debbie will take the changes and update the forms along with new dates.

John suggested putting together an excel spreadsheet similar to the one used by the Finance Committee. John and Alice will meet at some point over the summer to review the rating sheet and will bring back a revised spreadsheet for the committee to review.

End Of Process Letters:

Debbie presented a letter to HEAC which addressed some of the timing and communication issues that came up in last year’s process. Amendments were prosed.

MOTION: SusanMary moved to approve the letter to HEAC as amended. John seconded. **VOTE: 5/0.**

Alice presented the letter to the Council on Aging. Amendments were proposed.

MOTION: SusanMary moved to approve the letter to COA as amended. John seconded. **VOTE: 5/0.**

Alice presented the letter to the Old Library Access Committee. Amendments were proposed.

MOTION: SusanMary moved to approve the letter to the Old Library Access Committee as amended. Debbie seconded. **VOTE: 5/0.**

Debbie alerted the committee that she had received another request for funding (\$40,000) to be considered at the STM for broadband coverage by the Broadband Committee. Debbie instructed them on the process and forms and indicated that they would need to bring that request to BOS first.

Alice will bring an End of Process Letter for the Fire Department regarding the Fire Ponds to the next meeting. She will include that we expect an updated plan on the project when the Chief submits next year’s requests, as well as an updated vehicle replacement schedule.

Open Items for future agendas:

Review of policies and procedures and the rating sheet.

Next meeting: May 22nd, 8:15am. School project and anything requiring a vote for STM. John and Debbie will work on scheduling a joint meeting between Finance and CPIC to review the school project so the 5/22 may be rescheduled.

Review of the process for 2017/18 including possible changes in policies/procedures

The meeting was adjourned at 10:06 AM

Respectfully submitted, SusanMary Redinger