



TOWN OF PAXTON
Capital Improvements Planning Committee
697 Pleasant Street
Paxton, MA 01612

Meeting Minutes for Tuesday, November 19th, 2019

Present: Jeff Kent (Chairman)
Forrest Smith (Vice Chairman)
Kateri Clute
Timothy Grinham
Mark Love
Robert Pelczarski
Carol Riches

Absent: None

Additional: Sarah Concannon (SC), Anthony Torrasi (AT), Peter Bogren (PB),
Richard Fenton (RF)

1. Chairman (JK) called the meeting to order at 7:00 PM, and recommended that Agenda Items 1 (Meeting Minutes) and 2 (STM Results) be discussed later in meeting. Recommendation was "So Moved" and approved unanimously.

2. Sarah Concannon and Anthony Torrasi, Edward J. Collins, Jr. Center for Public Management presented an information brief on the Capital Improvement Plan (CIP) Study. SC described and discussed how her team:

- a. Assessed Paxton's capital needs.
- b. Gathered and analyzed vehicle performance data.
- c. Scored and prioritized project requests.
- d. Developed a General Fund Capital Investment Strategy.
- e. Provided recommendations on finalizing the project plan and management of CIP.

3. There was a summary level discussion between the committee members and SC & AT:

- a. Project Requests by Department (88 projects received, totaling \$27.8M over six years).
- b. Project Scoring (Top Ten & Flagged Projects).
- c. Scoring Criteria (Quantitative and Qualitative).
- d. Proposed General Fund Investment Strategy (Pay Go, Excluded Debt, Non-Excluded Debt, Enterprise Funds, Other Sources).
- e. Next Steps (Committee Feedback, WRSD Projects, Final Project Plan & Report, Ownership Plan Handoff to CIPC).

4. JK thanked SC and AT for their hard work and efforts, and requested that CIPC and SC meet again at a time to be determined. The purpose is so that CIPC members may get a better understanding of the tools used to collect and analyze the capital requests, solicit recommendations/input on how to take those tools in order to update the CIPC Manual and Website, and discuss the actions and keys tasks necessary to sustain the tools they built for the Town of Paxton. SC agreed and will be available to meet after the Thanksgiving Holiday.

5. Due to time constraints, JK requested a motion to pass over to the next meeting the remaining agenda items and adjourn. Motion made by KC; 2nd by FS; Passed Unanimously.

Respectfully submitted by

Jeffrey L. Kent
Chairman