

Town of Webster
CIP Subcommittee Meeting
February 27, 2018
DRAFT MINUTES

Chair Rauth convened the meeting at 1:05 p.m. Subcommittee members present included Susan Roman, Paul King and Roger Becker.

The purpose of the meeting was to discuss the process of the CIP project, the recommendations and also the presentation at Town Meeting.

Susan Rauth reported that the CIP report was conditionally approved at the February 15th Planning Board meeting. The Planning Board members understood the financial analysis section would be added and the Table of Contents would be updated. Leslie Palmer will continue to assist with the report organization, page numbers, printing, etc. Chair Rauth plans to make the final updates to the report over the next week.

The Subcommittee members discussed the Proposed Process for future Capital Improvement Plans (Appendix C) and the related Recommendation in Chapter 3 and made a few changes. They agreed with the recommendation that the Subcommittee meets with the department heads to prioritize the projects. The interviews could perhaps be conducted in conjunction with the Select Board, for efficiency. Further discussion ensued about the project schedule. They discussed the importance of utilizing the financial analysis tool after the DRA information is available and the operating budget is set by the Select Board. The Subcommittee would make a presentation at the Budget Hearing in February and a presentation at the Town Meeting in March.

As to the composition of the CIP Subcommittee, the members felt that it has worked well to include Planning Board members, Town administration and volunteer residents. They felt the Department heads themselves should be required to offer input in the application and the interview(s). However, they felt the Departments shouldn't be put in the position of competing for priority against the other stakeholders. They want to encourage a diverse group of citizens to participate.

The subcommittee members agreed that the CIP application could be simplified but it should be utilized to capture the level of detail necessary to evaluate the project.

For the Town Meeting, the Select Board agreed to include slides about the CIP project at the start of the meeting, including the purpose of the CIP project, the process, the report recommendations and a list of participants. The Select Board felt the process slide could be removed, for expediency of the presentation. Chair Rauth thought a member of the Subcommittee would make the presentation but it was agreed it could be made by Bruce Johnson. Subcommittee members will be offering input at other appropriate times during the discussion.

The Subcommittee discussed the issue of promoting greater transparency in the budget. The Select Board is named "Agents to Expend," which grants them the authority to spend the various CRF and ETF funds without approval at Town Meeting. For example, the Bridge/Culvert fund balance is over \$500,000 at the start of 2018 and the Select Board is planning to enter a large contract for engineering without including the information in the budget. This action is legal under DRA regulations and the Select Board

has been discussing the engineering project at their public meetings so it is public information. However, the expenditure from the CRF is not noted anywhere in the Town budget.

The Subcommittee proposed an amendment to the CIP report that “Any capital expense that is planned using CRF and ETF funds at the time of the budget process should be identified as a warrant article and voted on at Town Meeting.”

Also, a more detailed description of each capital project should be included in the warrant articles.

These changes and any other amendments will be incorporated into the report. The changes will be discussed and voted for approval at the March Planning Board meeting.

The meeting adjourned at 2:20 p.m.

Submitted by:
Susan Rauth, Chair