

**West Newbury Finance Committee  
Minutes of the meeting  
Monday, October 17, 2016**

Chairman Codair called the Finance Committee meeting to order at 7:30 p.m. in the second floor hearing room of the 1910 Building with Mr. Ellis, Ms. Grammer, and Mr. DeLena in attendance.

There being no public comment, the Committee considered its agenda.

**Joint Meeting of FinCom and the Capital Improvements Committee (CIC)**

Mr. Richard Preble is the newly elected Chair of the CIC. CIC attending members included Mr. Brad Beaudoin, Ms. Julia Boria, and Ms. Elisa Grammer (FinCom representative). The meeting focus is to review CIC goals. Additionally, to determine instances where FinCom may assist CIC in achieving their goals.

Mr. Preble explained projects considered by the CIC must be at least five years duration and cost over \$10,000.00. A change of the amount to \$20,000.00 will be under consideration at the fall Town Meeting. Mr. Preble stated the initial process begins with a litmus test of twenty-five questions. The questions are a mix of financial and priority. Each question receives a numerical value. Projects with a high litmus test outcome will move up in the priority list.

According to Mr. Preble, the CIC will place an emphasis on the Stabilization Fund this year. He noted most town buildings fall under the Stabilization. The CIC is now in the process of developing a rolling 12 month 12-year cycle. Chairman Codair and Ms. Grammer inquired if the plan included the general status, such as maturity, of vehicles and equipment. Mr. Preble stated vehicles, if replaced in under five years, are not eligible for funding from stabilization. He cited the example of police cruisers with a typical life span of three years.

Ms. Grammer noted the Stabilization Fund should include both short and long-term investments to accommodate different timeframes of needed capital outlays. Mr. Preble was questioned if the CIC had access to information regarding acquisitions and projects from the various departments. He presented a sample spreadsheet depicting costs and annual totals for Public Safety. Ongoing projects were also included.

Mr. Preble noted Finance Director Bertino's view that due to the large amount of free cash available, free cash funded articles presented at the Spring Meeting. The ongoing goal of the CIC is for the Stabilization Fund to cover 12 years of asset purchases. Eventually the CIC will be tracking projects for 15 to 20 years.

Ms. Grammer remarked the question remains if funding should come from stabilization or free cash. Mr. Preble suggested the answer is complex. For example, the Department of Public Works (DPW) budget includes line items for some buildings. The discussion continued. Funds from stabilization require a 2/3 approval at Town Meeting. On the other hand, funds from free cash

require a 50% approval. Chairman Codair stated funding of items on the CIC list should be from the Stabilization Fund. Mr. Preble agreed.

Typically, the CIC would present a stand up Stabilization Report at the Town Meeting. Mr. Preble stated the last report is outdated and an updated report will not be complete for the fall meeting. It is the hope of the CIC to publish a Stabilization Report by the end of the calendar year. However, it may not be prepared in time for the Town Report. Mr. Preble stated it is a living document including comprehensive information on every town building. Some delays may result due to the acquisition of possible grants. *Mr. Preble agreed to share the completed report, and any additional report to the Selectmen, with FinCom.* Once the reports are reviewed, FinCom plans to request a joint meeting with CIC in order for CIC to make recommendations to FinCom.

### **Future FinCom Meeting**

Monday, October 24, 2016: FinCom to meeting at 6:30 p.m. prior to the Town meeting at 7:00 p.m.

The meeting adjourned at 8:35 p.m.

Respectfully submitted,

Elisa Grammer  
Secretary