

Town of Erving Capital Planning Committee

9/21/2023 6:30 PM Held at the Erving Town Hall

In Attendance & Call to Order

In attendance were committee members Chair Benjamin Fellows, Peter Mallet, Deb Smith and Jacob Smith. Also in attendance was Town Administrator Bryan Smith.

The committee was called to order at 6:46pm.

Approval of Minutes

08/30/2023 – On a motion made by Ben and seconded by Jake the minutes from 08/30/2023 were approved as written.

Old Business – Discussion of FY24 Capital Requests

The committee discussed the elementary school's prior capital requests for the replacement carpeting and phone system upgrades. Both of these projects have been completed. Deb asked if we could request the school committee to close the accounts and return the funding to the capital stabilization account. If the school committee agrees an article will be needed on a future town meeting warrant to move the funds. The school committee previously voted to close the accounts for the walking track and the event chairs and return the funds to capital stabilization. On a motion by Jake and seconded by Pete, the committee voted unanimously to close the event chair and walking track accounts and request a town meeting warrant article to transfer the funds to the capital stabilization account.

Old Business – Review and Revision of the Capital Request Forms

Continued to Next Meeting

Old Business – Drafting a Vehicle Useful Life/Replacement Policy

Bryan will draft a policy and present it at our next meeting.

New Business – Review of Capital Planning Bylaw

The committee has begun the process of reviewing and possibly updating the capital planning bylaw. One change we would like to see is a clause added that a member can be removed by the appoint authority for cause. We will work to define "cause" but habitual absence would be one reason.

Next Meeting Dates

The committee discussed the upcoming budget season and how to best hold meetings. It was suggested that the budget presentations by dept. heads should be both operating and capital presentations. This way it's only one meeting, all questions can be asked at one time, and a fuller picture of the department's needs will be presented. The committee decided to try the format for this season and will reevaluate at the end of budget season. It was determined that:

- Guidance will be issued in October for both budgets at that time, Budgets will be due to Bryan by December 11th. Capital Meeting Review will be the week of January 4th and the first joint Meetings the week of December 11th.
- Budget Hearings will be held on the off week of the BOS meeting. Either on Monday or Thursday and kept to a two-hour time limit with an absolute stop length of 2.5 hours.

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Next Meeting Dates - Continued

- Budget Calendar -
 - 12/11/24 - Operational and Capital Budgets Due
 - 12/14/24 - Capital Review of all Outstanding Requests
 - 01/04/24 - Capital Meeting - Initial Review, 7pm at Town Hall
 - 01/08/24 - BOS Meeting
 - 01/11/24 - Joint Budget - Public Works/Safety - 2 Hour Limit - Senior Center
 - 01/22/24 - BOS Meeting
 - 01/29/24 - Joint Budget - General Gov, Benefits, Anything Bryan Covers
 - 02/05/24 - BOS Meeting
 - 02/12/24 - School Meeting
 - 02/22/24 - BOS Meeting
 - 02/26/24 - Joint Culture and Rec, Overflow, Back of the line meetings
 - 03/01/24 - All outstanding questions/answers dues
 - 03/04/24 - BOS Meeting
 - 03/07/24 - Capital Meeting, Finalize Recommendations
 - 03/11/24 - Joint Meeting - Capital Recommendations Due, Final Operations Budget Review
 - 03/18/24 - Final Review of all Budgets
 - 03/25/24 - Joint Budget - Final Review and Votes
 - 04/01/24 - Final Approval of the warrant
 - 05/06/24 - Annual Elections
 - 05/08/24 - Annual Town Meeting

Adjournment

On a motion made by Ben and seconded by Pete the Capital Planning Committee voted unanimously to adjourn at 9:10pm.

Respectfully Submitted By

Debra L. Smith

