



Town of Ashland

M A S S A C H U S E T T S

Capital Improvement Committee

Minutes

3/7/2016 5:30 PM

Meeting Minutes

Capital Improvement Committee (CIC)

Date of Meeting – 03/07/2016

Time of Meeting – 5:32 PM

Members in Attendance: Alexis Christopher (Alexis), Eric Heideman (Eric), Jacob Guggenheim (Jacob), Michael Herbert (Michael), Steve Morgan (Steve), Ron Mortensen (Ron)

Members Absent: none

Guest: Brittany Iacaponi (Brittany), David Manugian (David)

Steve reminds the committee he is taking audio recording

Jacob mentions that he has a projector and is projecting the minutes

David – Requests an infield groomer. He is requesting it now it up now because he has been paying a contractor for Stone Park, and the Mindess school fields and will be starting the high school this year. The current contractor does a great job but they spend between 16-20k a year for the fields. With this infield groomer he can do the fields with the current staff. He is asking now to save money on the contractor and so can invest in other needs this season.

Steve discusses what the savings would be per-year and what it would be used for if it is not being used for the fields as well as what the savings would be if the estimate (attached) included the full amount of employee benefits.

David states he has other uses for those funds but would will to transfer savings into capital. The labor rate is low if it includes benefits. They use current staff and plans to get more summer health who do not take benefits.

Ron raises issues about personnel power over the year and that David's increase in summer help does not cover the time the baseball fields are being used.

David Understands the issues believe it is a balance and that he can handle the work.



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Steve asks for fully loaded rate of a new employee.

David with Michael's help responds that it would be about 55k annually loaded or 27.50 an hour and plans on doing the fields once a week.

Ron states that once a week is not enough – the schools still had to prep the field before every game.

Discussion about if the schools can use it whenever needed. David agrees that the school can use it when needed.

Discussion on how it works and how much time it takes. David say the machine with travel can do a field in 4 hours, Ron is unsure if this is accurate. David will look into it.

Steve has a concern about ensuring that accounting for this would allow the committee to track the savings and insure that we are saving what we have talked about saving.

**Eric wonders about the savings with the mower was what was thought.
Dave says yes and the town is getting faster so we are saving more as time goes on.**

Discussion on accounting continues

Dave and Eric agree to come back to the committee to show the savings in their funds the first year basis.

Dave agrees to create a projected situational operational target savings plan.

Alexis clarifies that this money would come out of the 70k currently in the General Capital Account not.

6:04 Alexis makes a motion that we approved David's request for the infield grooming machine out of the FY16 capital Budget.

Michael Seconds

Steve wants it to be more specific and add that Dave will work with Brittany to create he budget cash flows discussed. Alexis agrees to include this in the motion.

6:07 5-0-1 Ron abstained.

Dave clarifies that funds have been approved bearing the submittal of an operational



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projection budget for the project. Dave will see if we can get another demo.

Steve asks about what we are doing with Enterprise Capital that the committee has not worked on yet.

Jacob said it was not presented last year and we did not propose it last year. It was handled more of an FYI.

Steve ask that it be part of the tri-board presentation

Discussion on funds and request

Jacob is not confrontable presenting on the enterprise funds do to timing.

Steve would like the complete capital plan presented. Discussion continues.

Alexis suggests putting the enterprise accounts on the back burner and make sure that next year we review it.

Discussion continues.

Steve believes the town manager should have the enterprise accounts capital items ready to review and comment on at the next meeting.

Town meeting budget and warrants process is discussed.

Michael is worried if flips the onus from an advisory committee to an oversight committee.

Steve mentions that finance committee does the same thing and will need the information for the overall budget review.

Eric makes a motion to table discussion on enterprise funds until the FY18 budget requests.

Alexis Seconds

Jacob ask for discussion that has already not been captured

Steve makes the future point that this motion is counter to the charter and in CIC scope to review for town meeting and seems clear that by not taking review of all capital before town meeting we are not meeting our obligation the town charter and bylaws.



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Michael disagrees.

Jacob states he is hard pressed on this issue and sadly seeing how long it took us to do the general fund does not think we have enough time and that this group has been evolving each year and next year might be best.

6:30 5-1 motion passes – Steve votes no.

Michael would like the committee to take a motion in support of the process of getting to the 500k override funds. The money coming out of the process is more stringent rules to get it out of the stabilization fund then getting in. He thinks it is important to take a position on this though he wants a take a vote in favor.

Steve does not want this bought up because of the pervious motion the CIC determined not to review other accounts.

Michael states this is not part of the enterprise funds.

Alexis ask what funds do not cover.

Michael states things that we do not cover like truck, boilers but it covers acquiring things like buildings. Each project needs to be presented to town meeting and voted on before spending.

Jacob states he has been up to date on this – he is in favor of both the process and the override.

Eric wants more examples

Michael mentions signs project, Riverwalk project etc. would be covered with this money.

Steve asks what the Riverwalk project is and has not seen it and thinks it should have been requested to the CIC if it is moving forward.

Discussion continues.

Ron asks if this goes in every year.

Michael says it is 500k a year but the BoS can defer the funds it if needed.



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Eric asks if it will affect us

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Michael says no but he may cut some out of operationally budget to pay for it.

Steve states we have a capital stabilization account, funds should go in here and things should be coming in front of us. Steve says this type of thing is capital to support the town and it should come before us. He has been consistent in his view that we cannot provided the advice as the charter says we need to without this. Someone should have a list of projects for the next five year not just have a number.

Michael says it could be 2 million but we needed to t think about affordability.

Discussion continues.

Michael will bring a list of a possible projects to be used for the 500k for the next meeting. We will hold off on action until then.

Ron makes a motion to reopen the capital improvement committee scope of work

Eric Seconds

Discussion –

Steve objects because it is not on the agenda

Alexis says it does as “Scope adjustment Request”

Steve objects that he as a member does not understand what the means.

5-1-0 Steve votes no.

Steve says that it is clear violation of OML – he does not understand why the chair was not clear or could not send this out earlier.

Jacob – Clarifies that we not voting to change the bi-law but suggestion. Jacob disagrees with the OML Law violation as it was on the agenda.

Steve – says Jacob will have time to talk about it to the AG office as he will file a complaint.

Alexis and Ron note we have talked about this scope many times before



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Michael makes the recommend to changes capital revolving account to capital stabilization account in the wording.

Alexis makes a motion to bring the document forward with Michaels change to the BoS to be included in the spring town meeting warrant.

Eric Seconds

Steve asks if the warrant is planned – with a place holder. Steve asks if he has prior discussion about this article.

Michaels says yes

Steve asks if he has had discussion with Jacob on this

Michael says yes

Steve asks if Michaels has had discussion with anyone else on the committee

Eric and Alexis say no (Ron was absent at his time)

Alexis makes a point that we have been talking about this at month

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Steve states that this was not sent to the group prior to the meeting, and has not solicited the comments and that the agenda should be more clear and says that it was not clear on the agenda.

Michael has to leave in five mins asks to wrap it up if possible.

5-1 Steve says no.

Steve has an update on the overcrowding money. The Superintendent is going to speak to the budget committee about the 500k of the overcrowding money. Steve was approach by a school committee member about CIC minute on the overcrowding money and if it promised to the CI but does not have backup because it was before his CIC time. Discussion continues.

7:05 Review of last year's PowerPoint for tri-board

Alexis – ask to review last year mins.

Alexis notice that there was no second listed any of the motions



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MASSACHUSETTS

Eric notes there were seconds he did not write down.

Eric makes a motion to approve mins from the January 25th meeting mins as submitted.

Alexis Seconds

Steve – is confused why the minutes of 2/11 discuss mins of 2/25 but Steve did not attend those mins and says he had not notice of a meeting. The 25th he had a prior commitment.

Discussion continues

Steve – makes a note that they should have attachments and that they need to be given to the public.

Eric states we started posting the documents with the minutes.

Steve repeats the documents should be attached.

Alexis amends with changes to mins that included a list of attaches.

4-0-1 Steve abstained

Steve states he request the minutes every meeting and never gets them within ten days.

Jacob asks Steve to please email him requests and he will get them within ten days.

Alexis states we now on 2-11 mins. Alexis sent it to Jacob within 10 days. Alexis notes some typos.

Eric makes a motion to approve mins.

Steve – the meeting mins say that Steve announced he was recording a meeting but Steve recalls that Jacob asked Steve if he is recording.

Steve also suggests changes to a question he posed. He asked for backup of motions made. Steve also suggests changes to questions listed on top of page for that the mins say there are no answers.

Steve also suggests changes to Mindess schools conversation.

Jacob makes that comment that this takes a lot of time every meeting for someone who does not want to take mins.



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Steve states that we should expect any changes from a committee member to make the minutes more accurate should be accepted unless there is a genuine question regarding what occurred.

Steve continues – he made a comment that edits to what it states he said on page 4 about the \$2,392 plow transfer between the school and capital accounts.

Steve has a question about page 5 – Alexis type 2-11 instead of 2-1

Alexis notes typos and list of documents.

730 Eric makes a motion to approve mins pending changes

Ron seconds

5-0-0

Brittany added column with Status – did not hear from fire or clerk and made an assuming of the status.

Eric wants to note that he was the first to respond

Steve want to make sure that the money not spent becomes available.

Eric mentions that line T should be lights not sky lights. Item K is done, L is also done

Next meeting schedule 21st of March

Meeting ends 7:40

Attachments:

Capital Update

David M request

Bi-Law suggested change.