



Town of Conway, Massachusetts

Office of the Town Administrator

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MEETING MINUTES

CAPITAL IMPROVEMENTS COMMITTEE

DATE: Monday, October 23, 2023

TIME: 7:00 PM

PLACE: Town Hall

MEMBERS PRESENT: Robert (Bob) Armstrong, Christopher (Chris) Waldo, Phyllis Craine (Chair)

ALSO PRESENT: Véronique Blanchard

ABSENT: Roy Cohen

MEETING:

Meeting opened: 7:00 PM / Attendance Taken

Meeting closed: 7:50 PM

AGENDA:

Agenda Item 1 Approval of April Minutes

- Meeting minutes for April 2023 tabled;
Motion, moved by Chris Waldo, seconded by Bob Armstrong.
Pass: Aye: Phyllis Craine, Chris Waldo, Bob Armstrong

Agenda Item 2 "Discussion of Revision to the Capital Improvements Request Form used by Town Departments and **Agenda Item 3** "Discussion of Improvements to Capital Improvements Committee process and structure" Were discussed concurrently by the Committee as follows:

- Committee agreed a comprehensive Capital Improvements Schedule (CIS) in spreadsheet form needs to be created based on prior efforts. Evidently a schedule was created in the past however it appears approval of said schedule at Tow Meeting has not yet happened.
- Committee agreed the current Capital Improvement Request Form (CIRF) form needs revision and updating
- Plan is to see what other towns do in this regard. Veronique will facilitate this process and pass information along to Phyllis, who will do a first pass drafting a new form and will confer with the Committee at the next meeting.
- Committee will divide up research and each member will research bylaws of adjacent towns in this regard.

- The Committee agreed that a revised CIS should be in spreadsheet form and should be more detailed (e.g. note approval dates), more comprehensive and should include more town assets than just the Highway Department, e.g.:
 - Wholly owned Town buildings including maintenance not already in operating budgets: replacement systems such as HVAC, plumbing, sprinkler, etc (examples only for the purpose of these minutes).
 - Town owned vehicles in addition to the Highway Department fleet:
 - Fire
 - Police
 - EMS
- The Transfer Station is a special case:
 - Certain Transfer Station equipment is provided by Franklin County. Nonetheless this should still be noted on the CIS
 - Transfer Station buildings wholly owned by the town including maintenance, spare parts, systems not already in operating budgets
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Agenda Item 4: Discussion to amend bylaws to include Capital Improvements Structure in the bylaws similar to other Town departments

- Proposed for Committee consideration and it was determined at this time to first proceed with the above initiatives prior to making a decision as to whether this is necessary.

NEW BUSINESS:

- A request by Chief Bates for a replacement cruiser has been pushed out to a date to be determined. Chief Bates' request will not require him to complete a new CIRF even though his request sparked the need for a new form.
- It was proposed that as part of a revised Capital Improvements Committee process that requesting Town Board, Department and Committee also meet with Capital Improvements subsequent to placing their request via their submitted CIRF
- As needed joint Finance Committee and Capital Improvements Committee meetings were proposed and the Committee agreed this was a good idea to implement. Scheduling is to be determined.

MEETING WRAP-UP:

Next Meeting:

Monday, November 20, 5:00pm, Town Hall

Respectfully submitted,

Phyllis Craine

Chair – Capital Improvements Committee