

CAPITAL PLANNING COMMITTEE

Meeting Agenda

Wednesday

August 24, 2022

6:30 PM

Scituate Public Library Small Conference Room

I. Invitees:

- Nancy Holt (Town Accountant)

II. Attendees:

- Chris Carchia
- Curt Gunther
- Jack Whitaker
- Michael Gibson
- Karen Canfield
- Richard Taft

III. Call to Order

IV. Approval of Agenda

V. New Business

- 1) Review process, role, and responsibilities of the Capital Planning Committee
 - a) Every department is required to submit their proposed capital expense budget to the capital planning committee. Capital Planning Committee reviews submissions at each meeting.
 - i) Town Accountant has sent a memo has been sent to all departments describing how to rate and prioritize capital improvement projects.
 - ii) Capital Planning meetings have been posted for the entire budget cycle. It will be available online. Minutes will be posted online after approval by the committee.
 - b) Recent stairs approved for North Scituate as part of foreshore development. Discussion considered whether this project required an additional review by capital planning since it was not specifically detailed in the foreshore capital request.
 - i) **Finding:** The project used funds allocated in page 76 of capital planning budget, which stipulates: *“By moving ahead with design and contract documents, the Town of Scituate has shovel ready projects to apply for grant funding thru the Dam, levee and seawall fund thru the Executive Office of Energy and Environmental Affairs. These funds are also used for Emergency Repairs Maintenance (Small Concrete Repairs/Revetment Repairs).”*
 - ii) **Finding:** Since stairs fall under the category of maintenance, it did not require an additional review by the Capital Planning Committee.
 - iii) **Finding:** The stairs do not require adherence to ADA.
 - c) Reviewed past experience on how capital budgets moved through the process highlighted some of the strengths and weaknesses of the processes.

- d) It was proposed that findings and votes which appear in approved meeting minutes from the committee on projects should be included as part of handouts given to the public at Town Meeting.
 - i) Details on projects being voted on in the next town meeting need to be provided to town administration by Friday August 26.
- 2) Review duties and responsibilities of committee officers
 - a) Document describing duties of Chair, Clerk and Web Site Editor was read. It is also available on the town website.
- 3) Elect/assign committee officers
 - a) Motion to Nominate, Chris Carchia Chari – Approved 5, Nay 0
 - b) Motion to Nominate, Clerk, Richard Taft – Approved 5, Nay 0
 - c) Motion to Nominate, Web Site Editor, Curt Gunther – Approved 5, Nay 0
- 4) Discuss/approve FY24 meeting schedule
 - a) Reviewed schedule of capital planning meetings which are to start in October. There is an expectation additional meeting will be scheduled prior to October. Additional meetings will be posted 48 hrs prior to scheduled time.
 - b) Reviewed impacts of how depreciation and contributions to stabilization accounts effect review of capital planning projects. Town accounting practice does generally recognize depreciation as part of how various enterprises report their financial metrics. This has the potential to underestimate necessary fees needed to maintain long term infrastructure for different enterprises.
 - c) Financial projections of debt service reductions from capital projects are influenced by the certainty that short term (1-3 yr) expenses are more fully understood while longer term are not. This can create the potential to underestimate the real long term debt service for any given enterprise.
 - d) Read Diversity Equity and Inclusion Commitment Statement.
 - i) *The Scituate Capital Planning Committee is committed to providing an environment of respect during meetings. We ask all members to interact in a polite manner even when there is disagreement. We value the participation of our community and want all participants, including marginalized and minoritized communities, to feel welcomed and respected. We ask our committee members, and all who participate, to commit to these standards to support and respect our community.*
 - ii) The Select Board has stipulated that all committees read the Diversity Equity and Inclusion Statement. There was some discussion on the intent of requiring the reading Diversity Equity and Inclusion Statement.
 - (1) The statement presumes that recent past actions or deliberations have not valued the input of entire community with particular focus on marginalized or minoritized communities. There was no information presented that indicated marginalized or minoritized communities had been specifically undervalued.
 - (a) It was asserted that a wider degree of participation by the community has occurred in other meetings or committees as a result of adopting the reading of the DEI Statement.
 - (b) There had been past instances where members of the committee had acted in a way that was considered disrespectful of individuals presenting capital planning projects and may have used the planning forum to present a point of view that may not have been relevant to a capital project being discussed. No specific details were indicated.
 - (2) There were concerns raised as to whether the Select Board had to authority to require the reading of Diversity Equity and Inclusion Statement as part committee standard operating procedure. Could other statements or pledges also be required, like the Pledge of Allegiance.
- 5) Open discussion
 - a) Discussion on Article I which will be voted on in the upcoming Town Council Meeting, which is intended to approve a site for water treatment facility. Reviewed the information presented on the water treatment facility and how the proposed site was always intended for water treatment.
 - (1) It was proposed that the committee have a statement in support of Article I.

(2) Motion: Capital Planning Committee voted to support Article I. Approved 4, Nay 1.

VI. Old Business

a) None

VII. **Motion:** Approval of Aug 3 meeting minutes, Approve 5, Nay 0

VIII. Adjournment

Motion: Approve the Meeting – Approve – 5, Nay 0. 9:00 PM

Chris Carchia

Chair