



Holland Capital Planning Committee Meeting Minutes for March 2, 2017

Members Present:

Linda Blodgett - Treasurer
Ernie Fancy – Finance Board Representative
Bettina Schmidt – Planning Board Representative
Kelli Robbins – Executive Secretary
Andrew Harhay – Member-At-Large

Members Absent:

Larry Mandell – Select Board Representative
Amy DeLaRoche – Accounting Representative

Call To Order

Interim Chairperson Linda Blodgett called to order a meeting of the Holland Capital Planning Committee (CPC) at 6:30 pm on March 2, 2017 at the Holland Town Hall Community Room.

New Business:

- **Background Materials**

Linda Blodgett provided each member with a copy the DOR document titled *Developing a Capital Improvements Program – A Manual for Massachusetts Communities* (Revised 3/1997), the Town General Bylaw regarding the Capital Planning Committee and two forms that had been developed by the Town's original Capital Planning Committee organized in 1998 – a *Capital Equipment Purchase Request Form* and a *Capital Improvement Rating Sheet*.

- **Election of Committee Officers**

Linda Blodgett prefaced the election process by indicating that she did not want to be nominated to a position, as her current workload as Town Treasurer would not allow her the time for assuming additional responsibilities.

Chairperson – Kelli Robbins nominated Bettina Schmidt to be the Chairperson and Linda seconded. All approved.

Vice-Chairperson – Bettina Schmidt nominated Ernie Fancy to be the Vice-Chairperson and Kelli seconded. All approved.

Secretary – Kelli Robbins nominated Andy Harhay to be the Secretary and Ernie Fancy seconded. All approved.

- **Review of the Capital Planning Committee Bylaw**

Chairperson Schmidt noted the revised wording of the original 1998 CPC bylaw that had been approved at the May 31, 2016 ATM. Andy Harhay pointed out that the timeframe for a public hearing currently differ in the bylaw for the CPC and that for the Finance Board. He thought that it would make sense to hold both hearings at the same meeting and suggested that section (d) (g) of the CPC bylaw be revised to read as follows: "A public hearing shall be held on the CIP budget on the same day as the Finance Board holds their public hearing, no later than April 21st of each year fifteen (15) days prior to each Annual Town Meeting." Kelli made a motion to approve the revision and Ernie seconded. All approved.

- **Review DOR Document on Developing a Capital Plan**

Members were asked to thoroughly review this document prior to the next meeting, as it provides significant guidance in planning and implementing a capital improvements plan. Andy passed out a listing of potential major capital improvement projects suggested in Holland's Master Plan, the Hazard Mitigation Plan, the Highway Pavement Management Report and other projects currently being proposed by various Town organizations; he felt that these many potential projects need to be prioritized.

- **Develop a Capital Purchase Request Form for Use by Town of Holland Departments, Boards and Committees**

For discussion at the next meeting, members were asked to review the Capital Purchase Request form in the DOR document, those available from other towns and that developed by the initial CPC in 1998 to determine what best would meet current needs.

- **Discuss Sources for Funding the Capital Plan**

Some of the funding sources used by other towns include monies raised/appropriated, loans within the debt limit, Free Cash, Community Preservation Funds and various grants. Andy and Ernie mentioned that Northborough developed a CIP that achieved national recognition; they said that they would look for the material and provide it for review by the members.

- **Discussion on Development of a 5-Year Capital Plan for FY18 – FY22**

It was not felt to be practical to develop a 5-year forecast starting in FY18, but that Bettina provide an overview of CPC activities at the public hearing, which will be held after the May 15, 2017 Select Board meeting.

- **Meeting Schedule**

It was determined that Thursday evenings at 6:00 pm would work for all members for bimonthly meetings. The next meeting was scheduled for March 23, 2017; agenda items will include discussion of the DOR document and development of a Capital Purchase Request Form.

Adjournment

The Chairperson adjourned the meeting at 7:35 pm.

Submitted by Andy Harhay, Secretary