

## Town of Bedford

### Minutes - Capital Expenditures Committee Meeting Wednesday, June 13, 2012 Town Hall, Lower Level Conference Room

#### PRESENT:

Jean-Marc Slak (Chair), Brian DeVellis (Vice-Chair), Brad Hafer, (School Committee), Michelle Matteo, William Moonan (Selectman), Jon O'Connor, James O'Neil, Barbara Perry (Finance Committee, Clerk pro-tem), Jessica Porter (Assistant Town Manager)

#### ALSO PRESENT:

Richard Jones (Town Facilities Director)

Jean-Marc Slak called the meeting called to order at 7:35 PM

Minutes: Discussed minutes for May 9, 2012 meeting. Approved as amended, 8-0-0

Capital Expenditure Guidelines: Agreed that current guidelines are still acceptable.

NOTE: Current definition of a capital expenditure item is "an item or group of similar items purchased within a fiscal year with a useful life of greater than two years and a cost greater than \$5,000.00. Items less than \$5,000 in cost may be included in the Capital Projects Plan if when bundled together they will exceed an aggregate of \$30,000."

Upcoming Meeting with Finance Committee: Discussed desire to have a dialog with the Finance Committee regarding the capital process.

Concerns and suggestions included:

Inadequate capital funding is a longstanding issue; Bill Moonan suggested allocating a base amount plus a variable amount that would be dependent on availability of funds.

It would be more efficient to bundle similar, recurring projects such as interior painting, flooring and carpeting, and some Furnishing, Fixtures & Equipment (FF&E) projects.

Discuss whether it would be more appropriate to fund some projects, including bundled projects, in operating budgets instead of the capital budget.

Brad Hafer suggested that it might be time for Facilities funding to be in a single operating budget. [Currently, funding is split proportionally between the School budget and the Town's Facilities budget.]

Upcoming Meetings on Capital Assets Management Software: Development of the asset management database is progressing well. Data for all Town assets, which exceed \$300 million in value, will be in this system enabling long range planning for management of the Town's assets. Purpose of meetings is to explain the application and how Town plans to use it and, also, to solicit comments and suggestions.

Next Meeting: Joint meeting with Finance Committee on Thursday, June 21, 2012

Motion to adjourn, seconded, passed 8-0-0; adjourned at 9:15 P.M.