

**Minutes of the Joint Meeting of the Board of Finance and the Advisory Commission
on Capital Expenditures
Sept. 15, 2008 – Police Station Conference Room – 7 p.m.**

Members present:

**Board of Finance – Justin Donnelly, Dennis Kreps, Joseph Sangiovanni, Sam Fuller, alt. Tom Frenaye Absent: J. Sullivan, David Tagliavini, alt. Jim Lennon
ACCE – Craig Horrigan, Ray Mandirola, Eric Arrington, Marilyn Conley, Tom Frenaye**

Chairman of the Board of Finance Justin Donnelly thanked ACCE for all their work done in past years and for their attendance at this meeting. He is hoping that we can come up with a financial plan for next year before we get into the budgeting process. He hopes that this financial plan can be adhered to by the Town. At the Sept. 23 joint meeting, we will focus on the financial plan for the Town. We are going to have a difficult budget year. He reported that requests have gone out seeking estimates for the demolition of the Bridge Street School. He also noted that both he and Craig Horrigan serve on the Bridge Street School Study Committee which will meet next week. This action may be premature, or can be used as a reference point in discussion. Mr. Donnelly also reported that, in regard to the \$3.2 Receivable Project, the Town may not get fully reimbursed for the purchase of the land due to format of the transaction document, and that the add on cosmetic changes to McAlister may not be reimbursed.

Items noted and discussed:

***ACCE is an advisory commission to the BF.**

***Where is the Long Range Plan? The Board of Selectmen agreed to produce such a Plan. What exactly is the process for getting projects or ideas before ACCE. Most new projects that come up before ACCE need a funded study to get estimates of costs of a proposed project. The BOS has funding for studies in their budget. ACCE procedures should be defined; and when ACCE Funding Requests go out to the Boards and Commission, the said boards and commissions should complete and return the form to ACCE in a timely fashion. Some boards are not heard from, or they then submit the request the day of the deadline. It was noted by ACCE that the maintenance costs in operating budgets are far too low to be truly realistic. Should the heat in Bridge Street School be turned on? ACCE and the BF are aware that the existing boiler may fail and require a new boiler. ACCE stated the those seeking funding for a new project, go before the BF to have grant applications reviewed. Does the Town need to seek outside professional help to establish a long range plan or not. A consultant cannot tell you how to finance said projects. What is the official Long Range Plan? Are items prioritized?**

***The responsibility of ACCE and the BOS were discussed as noted in the Charter. The Charter says that the BOF does the financial planning and the BOS plans for capital projects for the budget year, and should compile a five year Capital Project Plan, i.e. A Long Range Plan.**

***The Board of Education and Water Pollution Control Authority should identify their future capital needs. The BOS agreed to come up with a Long Range Plan, and to identify projects by priority. The BOF and ACCE need to know the BOS Long Range Plan.**

***Project “drivers” should be the ones to present to ACCE.**

Items for discussion at the Sept. 23 joint meeting of the BOS, BOF, BOE, and the WPCA:

***A BOS endorsed Long Range Plan, with the projects prioritized.**

***The 2008-009 budget process. What are the goals for the budget. The state of the economy, revaluation, Grand List all affect the budget. What will be the State revenues? Will the State continue to fund grant projects? What should be the percentage of increase? What will taxpayers be willing to pay for?**

***Maintenance – BOE needs to be responsible for their fields and buildings. Work done by the Town should be carefully documented as “in kind services” so correct reimbursement be sought.**

***\$3.2 Receivable Project? An update to report is necessary.**

The Sept. 23 Joint Meeting will be held Sept. 23, 2008 in the Middle School Media Center at 7 p.m.

The meeting adjourned at 8:30 p.m.

Respectfully submitted, Bobbie C. Kling, Secretary to the Board of Finance

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