

**Town of Bedford
Capital Expenditures Committee Meeting
Wednesday, September 12, 2012
Minutes**

PRESENT: Jean-Marc Slak (Chair), Michelle Matteo; Jon O'Connor; Brian DeVellis; James O'Neil; Mary Ellen Carter; William Moonan, Selectman; Barbara Perry, Finance Committee; Abbie Seibert, School Comm.

Others Attending: Rick Reed, Town Manager; Jessica Porter, Assistant Town Manager; Sherwood Ives, Town IT Director; David Coelho, School Finance Director; Ray Dufresne, VFA Consultants.

Meeting called to order at 7:35 pm.

Liaison Assignments

Liaison responsibilities were decided as follows:

COA, Conservation, Town Clerk: Jim
Facilities: OC
Police, Fire: Brian
DPW: Brian, OC
Library: Jean-Marc
Finance, IT: Jean-Marc, Mary Ellen
Recreation, Community Preservation: Michelle
School: Abbie

CEC Schedule

Letters to begin the capital request process are expected to be sent to department heads next week after the training for the capital asset management software. Weekly meetings expected to be held October through December, with holiday exceptions.

School Department is scheduled to present capital request on 10/24.

Review of Capital Asset Management Software

Rick Reed updated the Committee on a series of meetings over the summer that were held to establish prioritization protocols toward use of the capital asset software (CAS) by all Town Departments. The CAS will hold a database of all assets in the Town to use with inventory management and project planning. The goal is to begin using the software project prioritization system during this budget preparation cycle parallel with the usual CEC process and evaluate the system's efficacy. He introduced Mr. Ray Dufresne from VFA to present a detailed overview of how the CAS would be used by Town departments and CEC in this initial year. (See Powerpoint handout for reference and details: "Town of Bedford Briefing to Capital Expenditures Committee, Capital Planning Process Changes" by VFA.)

Rick and Ray took questions from CEC members. Topics discussed: review of prioritization, oversight of process, overriding CAS system, funding, parallel CEC ranking with departments, reports from CAS, detailed project reviews, 6-year capital project plan, exceptions to rules and procedures.

Further discussion will be held at the next meeting on 9/19. Questions can be forwarded to Jessica.

Minutes

Minutes for meeting of June 13, 2012 reviewed and approved. Vote: 7-0-2.

New Business

None.

Meeting adjourned at 9:53 pm.

Next meeting: 9/19/2012 at 7:30 pm.

Abbie Seibert, meeting Clerk