



Bedford

MASSACHUSETTS

Capital Expenditure Committee

Meeting Minutes

7:00 PM EST

June 29, 2022

via Zoom

Members in attendance:

Mary Ellen Carter
Emily Mitchell
Stephen Steele
David McClung
Keith MacDonald
John Carbone
Brad Morrison
Tom Rowan

Members not in attendance:

Antonio Battaglia

Also Present: Amy Fidalgo, Assistant Town Manager

Chair Mary Ellen Carter opened the meeting at 7:02 p.m. and read the following statement: Pursuant to Chapter 22 of the Acts of 2022, which temporarily suspends certain provisions of the Open Meeting Law, this meeting of the Capital Expenditure Committee is being conducted via remote participation. Persons who would like to listen or view this meeting while in progress may do so by Zoom or by phone. This meeting is being recorded by the Town of Bedford. All votes taken by this body shall be by roll call vote.”

CapEx members were asked to announce they were present: Ms. Mary Ellen Carter, present; Mr. Stephen Steele, present, Ms. Emily Mitchell, present; Mr. Keith MacDonald, present; Mr. Tom Rowan, present; Mr. Dave McClung, present, Mr. Brad Morrison, present; Mr. John Carbone, present.

1. Project Backup Discussion for FY24 Capital Planning Cycle

- Mary Ellen Carter opened the meeting by asking the committee members how we can improve the CAPEX process. Mary Ellen shared the questionnaire that the committee used in prior years when reviewing projects.

- Stephen Steele stated that he would like to see more of the project benefits quantified
- Dave McClung agrees with Stephen Steele’s comments and “likes the spirit” of the questionnaire.
- Emily Mitchell clarifies the role of the Capital Expenditure committee and the Finance Committee.
- Tom Rowan asks whether the town requires a ROI (return on investment) analysis for new CAPEX. The Committee discussed the benefits of ROI analysis and whether it should be part of the process. Brad Morrison commented on being able to get more information from the department manager without burdening them with information requests and a challenge we should consider is how we fairly determine what project needs an ROI and how what criteria we use to determine whether an ROI is needed. Mary Ellen Carter will update the questionnaire with fewer open-ended questions and more “yes/ no” questions and ask the department heads to use their judgment to estimate cost savings and benefits of projects if applicable. John Carbone commented on the merits of receiving more financial related information (useful life, Cost, replacement asset) instead of an ROI analysis.
- The committee reviewed and updated the questionnaire.

2. Project Ranking and Recommendations

- Mary Ellen Carter asks whether the information we give the select board for their decision-making process is sufficient. Emily Mitchell confirms that the information the Select Board receives had been vetted by the Capital expenditure and Finance committee and is sufficient. The project ranking and recommendation discussion will continue at next meeting when all members are present.

3. Committee Reorganization

- Mary Ellen Carter motions John Carbone as Chair, John Carbone accepts nomination, Stephen Steele seconds motion. Committee votes in favor, 7-0-1.
- Stephen Steele motions Dave McClung Vice Chair, Dave McClung accepts nomination, Mary Ellen Carter seconds motion. Committee votes in favor, 7-0-1.
- Stephen Steele motions Tom Rowan Clerk, Tom Rowan accepts nomination, Mary Ellen Carter seconds motion. Committee votes in favor, 7-0-1.

4. Adjournment- At 8:17 p.m., Mary Ellen Carter moved to adjourn. John Carbone seconded.

Mary Ellen Carter - aye
Stephen Steele - aye
John Carbone - aye
Emily Mitchell - aye
Keith MacDonald - aye
Tom Rowan - aye
David McClung - aye
Tom Rowan - aye

The motion passed unanimously.

Respectfully Submitted by: Tom Rowan

Documents and Exhibits Used During this Meeting:

- Questions to ask about Requests for Capital Items