



Bedford

MASSACHUSETTS

Capital Expenditure Committee

Meeting Minutes

7:00 PM EST

September 28, 2022

via Zoom

Members in attendance:

Tony Battaglia
Mary Ellen Carter
Stephen Steele
Emily Mitchell
Tom Rowan
David McClung
Brad Morrison
John Carbone

Members not in attendance:

Keith MacDonald

Also Present: Amy Fidalgo, Assistant Town Manager

Chair John Carbone opened the meeting at 7:17 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.”

Committee Chair, Mr. John Carbone, asked the CAPEX members to announce they are present: Mr. Tony Battaglia, present; Ms. Mary Ellen Carter, present; Mr. Stephen Steele, present; Ms. Emily Mitchell, present; Mr. Tom Rowan, present; Mr. Dave McClung, present; Mr. Brad Morrison, present; Mr. John Carbone, present.

1. Review and approval of meeting Minutes

Mary Ellen Carter motions to approve meeting minutes of February 16, 2022, Tony Battaglia seconds. The motion passes 7,0,1

Mary Ellen Carter motions to approve meeting minutes of March 9, 2022, Tony Battaglia seconds. John Carbone requests correction of voting tally. Committee considers minutes approved as amended. Minutes were updated and posted to town website.

The motion passes 7,0,1

Mary Ellen Carter motions to approve meeting minutes of June 29, 2022, Steve Steele, seconds. John Carbone requests correction of voting tally. Committee considers minutes approved as amended. Minutes were updated and posted to town website.

The motion passes 6,0,2

2. Overview of FY24-29 Capital Plan

Amy Fidalgo led the committee through a high-level summary of the Capital Funding FY24-29 memo and Select Board goals and provided feedback on bundling of capex requests and new capital requests. The capex budget for schools will include a Comprehensive Security and Safety Plan for all schools. Steven Steele mentions the possibility of receiving federal or state funding for the school security system. Amy Fidalgo confirms that it is a possibility and town management is following the situation closely. In response to Steve Steele's question about 108 Carlisle, Amy Fidalgo explains the need of studies and design prior to the start of some projects. In response to Tony Battaglia's question, Emily Mitchell elaborates on the organization capacity goal for 2023.

3. Liaison Assignments

John Carbone proposes the idea that we should consider taking more than 8 weeks to finalize the capital plan, leaving more time to meet with department managers. Stephen Steele questions whether we need in person meetings for IT, Community Safety and Finance due to the nature of the routine expenses. The committee agreed that written communication will suffice for the IT and Finance Capex budget. Amy Fidalgo suggested that she will manage the Police departments sole capital requirement (ballistic vest) considering the timing of the departure of the interim Police Chief and quantity of requests. Stephen Steele volunteers to be the liaison for IT and Finance. Tom Rowan volunteers to be the liaison for the Fire Department. David McClung and John Carbone volunteer to be the liaisons for DPW. Tony Battaglia and David McClung volunteer to be the liaison for Facilities.

4. Ranked Method Discussion

The committee agreed to keep the 0,1,2,3 rating system if averages are not used since taking the average is mathematically flawed, not to rely solely on a quantitative structure, to discuss each line item and agree to what the ranking should be.

5. FY23 Transportation Budget Discussion

The committee agreed not to merge multiple capital requests into one line and provide the total for category.

6. Review of Upcoming meeting schedule and presentation

The committee discussed the merits of meeting virtually and in person and decided to continue to meet virtually. Stephen Steele and David McClung prefer to meet in person but value the flexibility of meeting virtually to prevent potentially losing members.

7. Adjournment

Adjournment- At 8:34 p.m., Stephen Steele moved to adjourn. Emily Mitchell seconded.

Stephen Steele	- aye
Brad Morrison	- aye
David McClung	- aye
Tom Rowan	- aye
Emily Mitchell	- aye
John Carbone	- aye
Mary Ellen Carter	-aye

The motion passed unanimously.

Respectfully Submitted by: Tom Rowan

Documents and Exhibits Used During this Meeting:

Capital Funding FY24-29

2022 Capital Expenditure Department Liaison(s)