

**TOWN OF HAMILTON**  
**Board of Selectmen and Finance & Advisory Committee**  
**CIP Working Session**  
**MAY 20, 2014**

The Board of Selectmen met at the Public Safety Building at 6:35 p.m. on Tuesday, May 20, 2014 with Scott Maddern, Marc Johnson, David Neill, Jennifer Scuteri and Jeff Hubbard present. Members of the Finance & Advisory Committee: John McWane, and Charles Chivakos, and Town Manager Michael Lombardo and Finance Director Deborah Nippes-Mena also present.

**Call to order**

Scott Maddern called the Board of Selectmen meeting to order at 6:35 p.m.

**Discussion of Capital Improvement Plan (CIP)**

Discussion continued from last meeting about methodology for setting priorities and ranking of projects for a balanced and systematic CIP. Town Manager Michael Lombardo explained how he and Finance Director Deborah Nippes-Mena had provided definitions for eight criteria for 100-plus projects that will be scored on department head classifications, results of this meeting's classification to determine structure and foster discussion on affordability and timing based on budgetary needs. The goal is to complete the CIP by August or September.

Discussion ensued about categories and definitions, rating scale, clarification and measurement scale as well as priorities for scoring system. Also addressed was a mechanism for scoring and ranking projects against one another.

Specific topics such as health and safety and how they impact the public as a whole (i.e., a bridge out, or a plow replacement) were addressed relative to number of people impacted, risk and percentage of population served (i.e., 5 will be used as the highest ranking risk number at 100%), and urgency regarding time sensitivity to rate priority.

Town officials also considered maintenance/improvement category relative to an ability to provide and maintain a level of service (i.e., replacement of sidewalk plow or flail mower). Discussion was about productivity and useful life as well as preserving and safeguarding Town assets, cost savings and revenue generation. Also addressed was whether or not fewer categories could be more efficient for the CIP process (combine maintenance, improvement and infrastructure).

Lombardo summarized the categories and how they could be ranked in a guideline format as health and safety (5), regulatory/mandate (4), fiscal impact (4), productivity (3), quality of life (2), and percentage of population served/effected (2). He noted that Town staff would run projects through this matrix to score and rank to spread out how projects are done in a five-year view. Discussion addressed how a project that would not occur for 10 years would be ranked as 1. It was noted that there has to be definition of cost savings or revenue generation associated with projects.

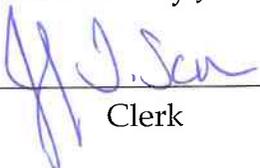
Discussion ensued about how the Essex Street path and Council on Aging kitchen would be ranked based on these categories. Also, that DPW Director Bill Redford is leading the charge on the pathway project to develop a full understanding of the cost, what it takes to prepare, and insurability. Town officials acknowledged that every proposal will be analyzed by cost and affordability and if capital asset will allow the Town to budget less in the future as well as the revenue generation.

Jeff Hubbard suggested that project ranking could be broken down relative to impact on property tax or Community Preservation Act funds. Lombardo explained that projects would be defined by where they fall into a one to five year timeline and include affordability. David Neill noted importance of working with HWRSD as it rolls out the school's capital plan as part of Town's CIP process.

The Town officials will meet next on Tuesday, May 27 at 6:30 p.m. regarding the Town's FY'13 audit. Nippes-Mena will email audit to BOS and FinCom before meeting.

Maddern entertained a motion at 7:45 p.m. to adjourn. Jennifer Scuteri so moved. Marc Johnson seconded motion. VOTE: Unanimous.

Respectfully submitted by Jane Dooley, Minutes Secretary

ATTEST:  \_\_\_\_\_  
Clerk