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**Town of Swampscott
Capital Improvements Committee Meeting Minutes**

Thursday July 20th, 2023, 12:30pm

Hybrid Meeting: 1st Flr Conference Room, Town Hall and MS Teams

CAPITAL IMPROVEMENTS COMMITTEE MEMBERS PRESENT

Ryan Hale (Chair), Kelley Begin, David Brodsky, Richard Raymond, Jeremiah Sullivan

OTHER TOWN OFFICIALS PRESENT

MaryEllen Fletcher, Select Board Vice-Chair; Amy Sarro, Director of Administration and Finance; Patrick Luddy, Treasurer/Collector

12:35 Meeting Called to Order

RH proposed a regular meeting cadence for the committee going forward. RR expressed support for this proposal. RH proposed meetings be held tentatively on Tuesdays at noon.

AS proposed a final due date for Finance Committee and Capital Improvement Committee recommendations on 2025-2029 CIP of 3/1/2024. AS commented that instructions for department heads regarding submitting requests should be sent out as soon as possible in August and request deadline should be a month or so later.

RR requested the finance team provide a report of how many emergent/last minute requests came before the committee in relation to the last three town meetings, including when approved funding was spent and if grants or other funding were available to cover these costs. RR requested the report be available for the next meeting of the CIC. RR suggested the committee align on the definition of emergency request and commented in general that emergencies are safety issues.

AS asked the committee to consider that the Select Board may have guidance for the Committee regarding allocation of funding across different functions of government or board priorities. RH commented that ranges would be easier to work with than hard numbers if this were the case.

RH discussed the request forms that department heads are required to complete when submitting new proposals for the CIP. RH desires to streamline the form for the 2025-2029 CIP process so that it answers specific questions of interest which inform the committee's recommendations. i.e. What are the objectives/desired outcomes of the project? What is the case for the project to be funded in the capital budget versus the operating budget? Rent vs. Buy/Does it makes sense to own the asset? Does it make sense to accelerate the project/increase timing or spread the project out/decrease funding?

JH expressed support for streamlining the form and removing fields that are not critical to the committee's process. AS suggested checkboxes be used on the form as appropriate to make it easier to fill out.

RH commented that he would format a new form using MS Forms software, which will gather responses online and assemble them in a spreadsheet for the committee's purposes. The draft form will be available for review at the committee's next meeting.

RH asked the committee to identify five or so major themes of capital investment so they can evaluate requests against priorities better. i.e. Economic Development, Public Safety, Education, Culture & Recreation, Resiliency/Environmental.

RH requested finance team provide a two-year retrospective of approved capital projects to the committee. Report should address a few datapoints i.e. How much was spent versus the authorized amount? Was the project a true emergency? When was the project completed/did it meet the expected timeline? How effective was the project at obtaining the desired outcome?

1:20 Meeting adjourned.

True Attest,



Patrick Luddy
Treasurer/Collector

Minutes APPROVED by vote of the Capital Improvements Committee 9/12/2023