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## Capital Planning Committee FY16 - FY20

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### **Members**

Stephen H. Burns, Chair  
Dr. Debra Dunn, Vice-Chair  
Robert E. Palmer, Jr. – Board of Selectmen  
Torbert Macdonald – Board of Selectmen  
Jerry Allen – Budget Committee  
Larry Graves – Budget Committee  
Todd Frederick – Planning Board

### **Meeting Dates**

November 13, 2014  
November 20, 2014  
December 4, 2014  
December 11, 2014  
December 18, 2014  
January 8, 2015

\*All meeting minutes attached\*

**Meeting Minutes**  
**Capital Planning Committee**  
**November 13, 2014**

York Public Library

Committee Members Attending: Chairman Stephen H. Burns, Vice Chairman Dr. Debra Dunn, Robert Palmer, Torbert Macdonald, Jerry Allen, Larry Graves, Laurie Coffenberry, and Todd Frederick

Others Attending: Jim Amoroso, Zak Harding, and Wendy Anderson

Meeting Opened at 8:00 AM and was broadcast on Local Access TV.

Without objection the Minutes from the November 6, 2014 Meeting were approved.

The group went over the remaining items on the FY15-19 Capital Program List. After that discussion, Mr. Burns gave an extensive presentation of the first draft of the FY16-20 Capital Program Table explaining the various categories (*Vehicles, Properties, Roads & Utilities, and Equipment & Other*), giving a first look at the Capital Budget Requests.

Some of the projects Mr. Burns briefly explained were the upcoming standard replacement vehicles from various departments, Department of Public Works' Reconstruction and Paving Projects, LED Street Light Upgrades, Multi-Space Parking Meters, and Town Information Technology Infrastructure. Mr. Burns expressed his preference to move the three big property projects; Town Hall Expansion, Community Center and Fire Sub-Station farther out in the Capital Program Table to FY19 and beyond to avoid having such big projects less than 5 years apart. The Committee had extensive discussion, on what they saw and what they would like to see in future drafts of the FY16-20 Capital Program Table.

At the next meeting the Committee will begin reviewing the Capital Requests from the School Department for FY16 and FY17.

The meeting adjourned at 9:40 AM.

Respectfully submitted,

Melissa M. Avery

**Meeting Minutes**  
**Capital Planning Committee**  
**November 20, 2014**

York Public Library

Committee Members Attending: Chairman Stephen H. Burns, Vice Chairman Dr. Debra Dunn, Robert Palmer, Jerry Allen, Larry Graves, Laurie Coffenberry, and Todd Frederick

Committee Members Absent: Torbert Macdonald

Others Attending: Jim Amoroso, Zak Harding, and Wendy Anderson

Meeting Opened at 8:00 AM and was broadcast on Local Access TV.

Without objection the Minutes from the November 13, 2014 Meeting were approved with the amendment of adding Laurie Coffenberry, Stephen H. Burns and Debra Dunn to the “Committee Members Attending” list.

Director of Facilities for the School Department, Zac Harding gave overviews of the Capital Requests submitted by the department, including a stronger wireless network in all of the schools; replacing the current auditorium with a new York Community Auditorium at York High School; replacing an existing Vocation Education Vehicle that provides transportation to students enrolled in classes at the Sanford Regional Vocational Center; Constructing a new field house at the upper York High School sports field that includes public restrooms, concessions and locker room space; and replacing EPDM roof of the York School Department’s Central Office and the Middle School.

Mr. Harding also mentioned that he was meeting with members from the Police Department later on today to discuss suggestions of security items that both departments feel would be valuable to the School Department. Mr. Harding intends on either himself or the Police Department to bring all, if any, additional Capital Requests that come out of that discussion forward at the next meeting on December 4.

The Committee discussed the accuracy of some of the “place-holder” items that have been on the Capital Program Table year after year. They also went over the possibility of a new “priority ranking” regarding items on the Capital Program Table which include; “New Policy Item”, “Critical Need” (further discussion will be had at the next meeting regarding levels of criticalness), “Reducing Operating Costs”, “Proactive or Reactive”, “Consistent with the Comprehensive Plan”, and “External Funding”.

School Department’s Central Office Roof: New Policy Item - No, Critical Need - Yes, Reducing Operating Costs - Maybe, Proactive or Reactive - Proactive, “Consistent with the Comprehensive Plan” - Yes, External Funding – No

York High School Auditorium: New Policy Item - No, Critical Need - Yes, Reducing Operating Costs - Maybe, Proactive or Reactive - Reactive, "Consistent with the Comprehensive Plan" - Yes, External Funding – No

Vehicle: New Policy Item – No, Critical Need – Yes, Reducing Operating Costs – No, Proactive or Reactive – Proactive, Consistent with the Comprehensive Plan – Yes, External Funding – No

Networking Communications: New Policy Item – No, Critical Need – Yes, Reducing Operating Costs – No, Proactive or Reactive – Reactive, Consistent with Comprehensive Plan – Yes, External Funding – No

Field House: New Policy Item – Yes, Critical Need – No, Reducing Operating Costs – No, Proactive or Reactive – Proactive, Consistent with Comprehensive Plan – Yes, External Funding – No

Middle School Room: New Policy Item - No, Critical Need - Yes, Reducing Operating Costs - No, Proactive or Reactive - Proactive, "Consistent with the Comprehensive Plan" - Yes, External Funding – No

Mr. Burns stated that the departments that have submitted Capital Funding Requests will be attending and presenting at the next two meetings to begin the Committee's review of the requests.

The meeting adjourned at 9:10 AM.

Respectfully submitted,

Melissa M. Avery

**Meeting Minutes**  
**Capital Planning Committee**  
**December 4, 2014**

York Public Library

Committee Members Attending: Chairman Stephen H. Burns, Vice Chairman Dr. Debra Dunn, Robert Palmer, Jerry Allen, Larry Graves, Laurie Coffenberry, and Todd Frederick

Committee Members Absent: Torbert Macdonald

Others Attending: Jim Amoroso, and Zak Harding

Meeting Opened at 8:00 AM and was broadcast on Local Access TV.

Without objection the Minutes from the November 20, 2014 Meeting were approved without objection.

Mr. Burns and the rest of the committee talked about the research he did regarding the definition of "Capital" and what the surrounding towns had for their monetary threshold for capital items. Many of the members gave opinions on how they feel about the current procedures for Capital Items, and also what they would like to see. Mr. Burns stated that he would use all the comments from the committee and come back with a draft for a new definition of "Capital" at the next meeting on December 11.

The committee was given overviews/presentations and had brief question and answer sessions regarding the Capital Requests for FY16 and FY17 with the following departments: Parks and Recreation, Information Technology, and Police.

Other departments that have submitted Capital Funding Requests will be attending and presenting at the next meeting to continue the Committee's review of the FY16 and FY17 requests.

The meeting adjourned at 11:10 AM.

Respectfully submitted,

Melissa M. Avery

**Meeting Minutes**  
**Capital Planning Committee**  
**December 11, 2014**

York Public Library

Committee Members Attending: Chairman Stephen H. Burns, Vice Chairman Dr. Debra Dunn, Robert Palmer, Jerry Allen, Larry Graves, Laurie Coffenberry, Torbert Macdonald and Todd Frederick

Others Attending: Jim Amoroso, and Zak Harding

Meeting Opened at 8:00 AM and was broadcast on Local Access TV.

Without objection the Minutes from the December 4, 2014 Meeting were approved without objection.

The committee was given overviews/presentations and had brief question and answer sessions regarding Capital Requests for FY16 and FY17 that have been submitted and also possible future requests with the following departments: Village Study Committee, York Village Fire Department, York Beach Fire Department, Department of Public Works, Conservation Commission and York Land Trust.

The meeting adjourned at 11:20 AM.

Respectfully submitted,

Melissa M. Avery

**Meeting Minutes**  
**Capital Planning Committee**  
**December 18, 2014**

York Public Library

Committee Members Attending: Chairman Stephen H. Burns, Vice Chairman Dr. Debra Dunn, Robert Palmer, Jerry Allen, Larry Graves, Laurie Coffenberry, and Torbert Macdonald

Committee Members Absent: Todd Frederick

Others Attending: Jim Amoroso, and Zak Harding

The meeting opened at 8:05 AM and was broadcast on Local Access TV.

Moved by Mr. Palmer seconded by Mr. Graves to approved the December 11, 2014 Capital Planning Committee Meeting Minutes. Vote 5-0, motion passes.

Parks and Recreation Director Michael Sullivan and Robin Kerr gave an update on their Mount Agamenticus Universal Trail Capital Budget Request; breaking out the funding details with a Design/Build Budget Worksheet, discussing potential grants and different phase scenarios.

There was discussion on a proposed policy change to the definition of capital which reads: "Capital, in terms of the Capital Program, is defined as any equipment, facility, infrastructure or land that costs more than \$20,000 and provides a useful life of 3 or more years, and all licensed motor vehicles. Further, capital shall be classified as New Capital when it is part of or related to a new function or purpose (ie: not maintenance or regularly scheduled replacement of existing capital) Mr. Burns stated that he hopes to have a legal review from the Town attorney of the draft policy change by the January 12, 2015 Selectmen's meeting.

The meeting adjourned at 9:00AM.

Respectfully submitted,

Melissa M. Avery

**Meeting Minutes**  
**Capital Planning Committee**

**January 8, 2015**

York Public Library

Committee Members Attending: Chairman Stephen H. Burns, Vice Chairman Dr. Debra Dunn, Robert Palmer, Jerry Allen, Larry Graves, Laurie Coffenberry, and Torbert Macdonald

Committee Members Absent: Todd Frederick

Others Attending: Wendy Anderson, Jim Amoroso, and Zak Harding

The meeting opened at 8:05 AM and was broadcast on Local Access TV.

Moved by Mr. Macdonald seconded by Ms. Coffenberry to approved the December 18, 2014 Capital Planning Committee Meeting Minutes. Vote 5-0, motion passes.

Mr. Burns went through an introduction and brief explanation of his cover report for the FY16-FY20 Capital Program. His report provided a brief overview of the process followed to draft the Capital Program, past and proposed future definitions of "Capital", a summary of capital spending approved by voters over the past 10 years and lastly the components of the FY16-20 Capital Program itself.

Parks and Recreation Director Michael Sullivan and Robin Kerr gave an update on their Mount Agamenticus Universal Trail Capital Budget Request; breaking out the funding details with a Design/Build Budget Worksheet, discussing potential grants and different phase scenarios.

There was discussion on a proposed policy change to the definition of capital which reads: "Capital, in terms of the Capital Program, is defined as any equipment, facility, infrastructure or land that costs more than \$20,000 and provides a useful life of 3 or more years, and all licensed motor vehicles. Further, capital shall be classified as New Capital when it is part of or related to a new function or purpose (ie: not maintenance or regularly scheduled replacement of existing capital) Mr. Burns stated that he hopes to have a legal review from the Town attorney of the draft policy change by the January 12, 2015 Selectmen's meeting.

The meeting adjourned at 9:00AM.

Respectfully submitted,

Melissa M. Avery