

**Town of Sudbury ~ CIP Committee  
Monday – October 23, 2006  
Lower Town Hall Foyer – 8:30pm**

# **AGENDA**

- 8:30pm      Item 1: Welcome New Members
- 8:35pm      Item 2: Discuss Calendar (see below)
- 8:40pm      Item 3: Discuss Liaison Opportunities Available (see below)
- 8:45pm      Item 4: New Business
- 8:50pm      Item 5: Adjourn

## CIP Committee Calendar FY08 Budget Season

- October 27            CIP preliminary list of projects submitted to committee  
for review
- November 15        CIP Citizens Committee holds hearing  
7:30 pm – 9:00 pm        Silva conference room (Flynn Building)
- November 29        CIP Citizens Committee votes on projects list for submission to  
Board of Selectmen.  
7:30 p, - 9:00 pm        Silva conference room (Flynn Building)
- (Information to be assembled by Andrea Terkelsen in conjunction with CIPC Chair  
for presentation)
- December 19        CIP Citizens Committee presents report to Board of Selectmen  
Time and place t/b/a

*Also note that the CIPC may be invited to a Board of Selectmen meeting in October to discuss the CIP guidelines and FY08 process in general.*

During the FY08 Budget Season, the CIPC Committee will consider and appoint liaisons to address the following action areas:

1. CIP Bylaw review/revisions: This liaison will coordinate a review and update of the Town's CIP Bylaw. Discussions should include but are not limited to increasing the Town's current threshold for capital improvement. This threshold was set more than a decade ago; perhaps it should be raised from \$10,000 to \$25,000 minimum to coincide with other communities. This liaison would also serve as the primary contact between the committee and Town staff regarding the interpretation of the CIP Bylaw (current and proposed).
2. Police Department Building Project: This liaison(s) would serve as the primary contact between the committee and project managers, including Police Chief Fadgen, the Town Manager and the Finance Director. Discussions should include the key reasons for needing new construction, probable costs of the project, cash flow requirements, tax rate analysis and projected debt service.
3. DPW Vehicles/Equipment: This liaison would serve as the primary contact between the committee and DPW Director Bill Place. Discussions should include fleet vehicle replacement as well as any extraordinary equipment items. Equipment/vehicle purpose, initial cost, future commitments, maintenance requirements, and "lease verses buy" analysis should also be considered.
4. Technology Projects: This liaison would serve as the primary contact between the committee and the Town's Technology Director for capital projects which focus on acquiring or upgrading equipment in the area of computers, telephony, etc. Larger scale projects may require longer-term planning. As such discussions should consider multi-year equipment purchase, along with incremental maintenance and staffing.
5. Other Major Projects: This liaison would serve as the primary contact between the committee and project managers for other key capital items requested by Town or School Department Heads. Discussions should include project purpose, initial costs, future commitments, and incremental maintenance/staffing requirements.