

## Town of Sudbury, Massachusetts

### Minutes of the CIPC Meeting December 12, 2012

- 1) Acceptance of minutes- Minutes of the November 14, 2012 meeting were approved.
- 2) Quorum Discussion:

Maryanne informed the committee that a fifth member of the committee was being considered. The length of their appointment is unknown. The quorum requirement (whether we are four or five) would be at least three members are in attendance for there to be a quorum.

Action item for Maryanne to give to BOS and Maureen:

The committee voted and approved a recommendation to the Town Manager, Board of Selectmen and the Finance Committee that they appoint the full seven members to the committee. This recommendation was made understanding and recognizing that a by-law change might be approved at the 2013 Town Meeting that would change the make-up and mission of the committee, but it would enable us to be in compliance with the existing by-law.

- 3) Project Completion reports:

FY 2012 project completion reports for Various Building Replacements will use the balance of \$44k as follows; \$30k for the Fairbanks Gym HVAC (Jim Kelly will add the carryover from FY 2011 \$34k to complete this project) and \$14k for possible painting of the Flynn Building.

FY2012 Dump Truck excess of \$8,941 will be available for a Town meeting revote on its use.

- 4) Liaison Reports:

Eric Greece gave his report on his meeting with Bill Place regarding DPW/ Grounds leases and purchases.

Tom Travers gave his report on his report on his meeting with Jim Kelly regarding SPS/ Buildings.

Cleve Pascal (Police and Fire) and Larry Rowe (LS) will give their reports at the next CIPC meeting.

5) Next Meeting:

Our Next meeting will be scheduled for January 16, 2013 at 7:00 PM in the Flynn Building. A snow date for that meeting will be January 23, 2013 at 7:00PM.

6) General discussion: The committee discussed the proposed by-law change being drafted by Maureen Valente for the 2013 Town Meeting. The committee felt that the draft should be amended to include the following changes to the proposed by-law. These recommendations were voted and approved unanimously.

- 1) The committee should have seven (7) members. (This will provide stronger input with two (2) liaisons as well as the addition of LS).
- 2) The nomination of committee members should be made by the following:  
Board of Selectman should recommend five (5) members  
Finance Committee should recommend one (1) member  
The standing committee should recommend one (1) member  
(This will eliminate any appearance of a conflict of interest since the Town Manager and staff proposes the budget).

Nominees for the committee should be interviewed by the standing members of the committee before final recommendation to the Board of Selectmen for appointment. This is the same process used by the Finance Committee and the COA. Assistant Town Manager also would do due diligence before the appointments go to the Board of Selectman.

- 3) The committee should only be responsible for project \$100,000 or more in a single year or \$500,000 or more in multiyear. (More appropriate use of staff and committee member's time).
- 4) If capital leases are going to be part of the capital budget and not the operating budget all of the capital leases should be part of the committee's review responsibility.

7) Unanimous approval to adjourn the meeting at 9 PM.

Respectfully submitted,  
Thomas S. Travers  
Clerk