

## DS Regional School Capital Plan Working Group

September 14, 2011

Participants:	Dover Capital Budget Representative	Mike Aceti
	Sherborn Capital Budget Representative	Jolanta Eckert
	Dover Warrant Representative	Jim Stuart
	Sherborn Advisory Representative	Erik Sirri
	Dover Regional Committee Member	Robyn Hunter
	Sherborn Regional Committee Member	Richard Robinson

Meeting called to order at 7:30 PM by Mike Aceti.

Mike provided some background on the formation of this working group which resulted from recognition by both Towns and the RSC that common definition of capital projects and corresponding guidelines needed to be developed.

Jolanta and Mike shared a draft of a protocol document they developed to facilitate the discussion.

- The capital expenditure definition did not require any modifications
- The development of 10 year capital plan seemed challenging for RSC representative; group discussion led to adding additional language around latter years including larger items and place holder for unknowns and unexpected
- Capital Plan review process should be with RSC sub-committee
- RSC members indicated that in the annual operating budget there are number of small capital items that are and should continue to be included; funding these through a separate warrant article is extremely cumbersome; all agreed that some funding level should be included in the annual budget

### Action Items:

1. Jolanta will update the draft based on the discussion and distribute to all prior to the next meeting.
2. Robyn will work with Region's Administration to determine the level of funding that has been included in the annual operating budget for capital items over the last few years.

Follow up meeting was scheduled for September 24<sup>th</sup> at 7:30 am.

Meeting was adjourned at 9 PM.

Respectfully submitted.

Jolanta Eckert