Town of North Kingstown

Asset Management Commission Meeting
Thursday, January 2, 2020
2050 Davisville Road
5:30 Pm

Agenda

1 Call to Order

2 Pursuant to RIGL 42-46-6(c), notice of this meeting has been posted on the Secretary of State's Website

3 New Business

3.1 Approval of December 12, 2019 Meeting Minutes
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3.2 CIP Project Priority Rankings, Content & Cover Memo

3.3 Meeting Schedule

4 Public Comment

5 Correspondence
6 Adjournment

THE TOWN OF NORTH KINGSTOWN WILL PROVIDE INTERPRETERS FOR THE DEAF AND HARD OF HEARING AT ANY MEETING PROVIDED A REQUEST IS RECEIVED THREE (3) DAYS PRIOR TO SAID MEETING BY CALLING 294-3331, EXT. 120.
Present: Dave Caldwell*; Ed Cooney; Jim Halley; Dianne Izzo; John Pyne; Agu Suvari; Adam White, Public Works Director

Absent: James Grundy; Jim McGwin

I. Call to Order: Meeting called to order at 5:34 p.m.

II. Pursuant to RIGL 42-46-6(c), notice of this meeting posted on the Secretary of State’s Website.

III. Approval of November 7 and November 14, 2019 Meeting Minutes: Ms. Izzo pointed out that Item 3.1 of the meeting minutes of November 7, 2019 indicates that motions were made to approve the minutes from the October 3 and October 17 meetings, but the minutes do not state that the motions were approved; November 7 minutes should be amended to reflect the unanimous approval of each motion, as the approval of the motion is what is important. Motion to approve the November 7, 2019 meeting minutes as amended was unanimously approved. Motion to approve the November 14, 2019 meeting minutes was unanimously approved.

*Mr. Caldwell joined meeting at 5:49 p.m.

IV. CIP Project Priority Rankings, Content & Cover Memo: Mr. Cooney opened discussion by explaining his thoughts when writing the rough draft of the cover memo, included in packet for the meeting. He will have a final draft ready for the next meeting based on tonight’s discussion as well as the presentation he will prepare for the Town Council meeting in February regarding the Asset Management Commission’s 2021-2026 Capital Improvement Plan submission.

Commission discussed the projects that were included on Department Project sheets. Commission members agree that there has not been much change to project submissions and priority ranking in recent years, with the only change being the fiscal year in which project is to occur; why are the “smaller” projects not scheduled, completed and new projects proposed? It appears that projects are just being pushed down the road. The Town needs to take care of its assets so that it does not get back in a hole from no additional funding to supplement maintenance budgets and ending up in the same situation that necessitated the $27 million bond to take care of deferred maintenance items. Mr. Cooney stated that it would be helpful to both the Commission and the public in understanding the budget if the Town Council would clearly state which projects are being funded, which are not and what is the priority of the Council. The budget is clear as to funding of line items, but not substantial in terms of information as to how funds are being spent. Years ago, as part of the annual budget, the Finance Director included information on what projects were being planned for, what projects were completed and what was included in the budget for completion. Mr. Halley suggested that one of the recommendations of the Commission should be that the Town Council establish an Asset Management Fund [for asset protection] separate from the budget and funded annually; all agreed.

Commission members were also in agreement to include the recommendation that the Town properly fund a comprehensive study of its facilities that would look at prior, current and projected expenses like what the School Department is required to do every five years.

V. Meeting Schedule: The next two meetings will be January 2 and 16, 2020. Commission would like to meet with the Finance Director on January 2 and finalize CIP document to be submitted to the Town Council by the end of January by the January 16, 2020 meeting.

VI. Public Comment: Rickey Thompson: Over the past couple of years the Town Manager has done a good job bringing the Undesignated Fund Balance back up to a healthy balance of several million dollars. Where did this money come from? If from existing budgeted funds, is it possible that some of these funds could be reallocated to be used for asset management/protection? Commission thought this was a good observation/suggestion.

VII. Correspondence: Mr. Cooney shared a text he received from Mr. McGwin indicating he could not make it this evening and reiterated that his prime focus is realistic short- and long-term budgeting that properly supports Town and School assets while managing potential future debt.

VIII. Adjournment: Motion to adjourn was unanimously approved at 6:54 p.m.

Respectfully submitted,
Adam White