

Meeting Minutes

Approved: March 13, 2025

Capital Improvements Committee

February 5, 2025

Room 208, 6:30 PM

The meeting was called to order at 6:33 PM by Bob Bollinger, Chair of the Planning Board and Capital Improvement Committee

Roll Call

Bob Bollinger

Rose Evans

Ald. Richard Dowd

Ald. John Sullivan

John Griffin

Sam Durfee

Dawn Enwright

*Bob Canaway- 7:01

Marcia Wilkins

Review of New Ranking Criteria and Evaluation Process

Sam Durfee explained his detailed Step by Step Integration for Project Scheduling over a 6-year CIP, document. Highlighting the “Eisenhower Matrix” and merging some of our existing priority criteria into the new trying to make it a gradual change as to not confuse the end user.

1. Initial Project Sorting and Scheduling Using the Eisenhower Matrix

Urgent & Important – Requires immediate attention and action

Important, but less Urgent – Needs strategic planning and scheduling

Urgent, but less Important – Can be delegated or deprioritized

Neither Urgent or Important – Low-priority or deferrable

2. Using MCDM with TBL Considerations for Detailed and Weighted Project Scoring

Multi-Criteria Decision Model (MCDM) builds on the Eisenhower Matrix and integrates a Triple Bottom Line assessment, among other considerations. The Triple Bottom Line (TBL) is a sustainability framework that evaluates projects based on three key factors: Economic Impact; Social Impact; and Environmental Impact.

Sam Outlined the table for scoring, and discussed the weighted score table, which all percentages can be changed as the Committee see fit over time.

3. Project Scheduling

Year 1-2 Immediate & High-Priority Projects
Year 3-4 Medium-Term Strategic Investments
Year 5-6 Long-Term & Emerging Needs.

Other possible considerations for enhanced scheduling decisions:

Inflation & Cost Projections; Community Input & Political Considerations; Risk & Contingency Planning; Maintenance vs. New Projects.

4. Translating these process changes to the solicitation process. (For Department Directors to respond to the following for each request)

Project Necessity & Urgency; Funding & Resource Allocation; Coordination & Dependencies; Feasibility & Staffing.

5. The Result

A clear hierarchical prioritization of project requests, with scoring on a simple scale of 1 to 5

The project submissions should answer the question of how it will meet the vision for the City set forth in the Master Plan. Should that be part of the Criteria matrix? Master Plan is located on the City's Website. Sam referred to a document that was sent to the members summarizing the Master Plan and Capital Improvements. Master Plan will be incorporated in question criteria for projects to identify what part of the Master Plan it will reflect.

Alderman Dowd suggests to change the column headings in the scoring Rubrik to High to Low on the final documents.

Discussion of meeting to explain this process to the Divisions. Zoom meetings will be set up and the documents will be shared with them, that outline the criteria.

Review of CIC Calendar for FY 2026 CIP

Change to previously approved dates. Submission deadline, February 28 5:00 PM. First presentation Wednesday March 12; Second presentation Thursday March 13. Start time to be 5:30 PM. Ranking meeting March 25 at 5:30 PM. Room 208, City Hall.

Minutes:

Alderman Dowd, motion to approve minutes from January 22, 2025; Seconded by Dawn Enwright, All in Favor

Adjournment

Motion to adjourn by John Sullivan; Seconded by Rose Evens.

All in Favor. Adjourned at 7:53 PM.