**Town of Beverly Shores Capital Planning Advisory Committee**

**April 3, 2018 Regular Meeting**

**7:00pm – Beverly Shores Administration Building**

**Minutes**

Meeting called to order at 7:00pm

Attendees: Paula Tillman (phone), Adam Peterson, Tom Weber, Susan Resteau, Matrona Malik

* + - **Minutes approved for the March 6, 2018 meeting**
* **Discussion of the 5 year Capital Plan:**
  + A draft of the five year capital plan was discussed
    - Mr. Peterson distributed updated 5 year capital plans for discussion incorporating changes submitted by the Clerk Treasurer, the Volunteer Fire Department, and the Coastal Rehabilitation Grant Project
    - Discussion was raised by Marshall Resteau as to why the Fire Department information was included at all as they are an outside entity. Mr. Peterson stated that under the Joint Operating Agreement, the Fire Department receives $8,000 per year for capital costs included in the $40,000 paid to it to provide the Town of Beverly Shores with Fire, Emergency and EMT services. In addition, the requests for furnace and window replacement did fall under the purview of the Town of Beverly Shores since it owns the Fire Station Building.
    - Marshal Resteau stated that the Police Department, a unit of Town government, received substantial funding from PAL to fund certain of its equipment needs and that the Fire Department should look top outside sources. Mr. Peterson stated that he is working to get together with the Fire Department to get their books cleaned up so they can also take advantage of sponsoring organizations as well as tap into federal and state grants for fire equipment.
    - Ms. Malik suggested that the Committee and by extension, the Town should receive financial information from the Fire Department before approving any capital needs outside of the base allocation embedded in the annul fees under the Joint Operating Agreement.
    - There were no amendments to the Park Board cost projections
    - Marshal Resteau said that as she is aware of the fiscal constraints on the Town, she had no changes to the projected road repair projections.
    - Pending a re-allocation of Funds for the Fire Costs, final approval of the five year capital plan has been tabled until the May meeting.
* **Other Business:**
  + **Administration Building Exterior Grant**
    - Mr. Peterson stated that NOAA had approved the grant to restore the Administration Building and that he expected the grant agreement draft before April 9.
  + **Water Fund**
    - In researching the long term maintenance of the water system, Mr. Peterson spoke with Randall Russell, Superintendent of the Michigan City Water Department. Mr. Russell had stated to Mr. Peterson that any long term maintenance or repairs to the water system are covered in the monthly user fees. As such, Mr. Peterson relayed to the Committee that he will review the indentures for the water bond to determine what is the purpose of the Water Fund that currently holds approximately $400,000. Once that is determined, the Committee will make recommendations as to the use of the funds, if available. Ms. Malik stated that an appropriate use of the Funds would be a “rainy day fund” for the town. It was also suggested that the proceeds could be used for early repayment of the bonds among other uses. Mr. Peterson said he would report back to the Committee on his findings.

The meeting was adjourned at 7:20 pm