

INITIALS _____

CAPITAL PLANNING COMMITTEE Lunenburg, Massachusetts

**Marion M. Benson, Chair
Jamie Toale, Mbr.
Colleen Shapiro, Mbr.
Steve Raboin, Mbr.
Dennis Mannone, Jr., Mbr.**



**17 Main Street
P.O. Box 135
Lunenburg, MA 01462**

Minutes
June 19, 2013

Meeting Posted: Yes
Place: Ritter Memorial Building, 960 Massachusetts Avenue
Time: 9:30 AM

Present: Chair, Marion M. Benson, Jamie Toale, Steve Raboin, Colleen Shapiro, Dennis Mannone, Jr.
Absent: Town Manager Kerry Speidel

Minutes approved- June 6, 2013.

Continued Review of Forms:

Form C:

#10 - Add "Pertinent Specifications"

Delete page 2

#6 - to "mileage" add "/Hours"

#6 - to read "criteria" with columns for both current and replacement

Form B-1 - #6 - add box for "Used Equipment"

Form B-2 - no change

Form B-3:

Ms. Benson will review form with DPW Director.

Title (line 4) will be changed to read, "Building Projects and Maintenance".

#5 - add "maintenance"

Change #6 to "Alternatives Reviewed".

Form D - no change

Form E - Add #5 to read, "Has this item been on a Form B request or your Five-Year Plan?"

Five Year Plan - no change

Audio recording of meeting available

Documents used during meeting: Form B-1, Form B-2, Form B-3, Form C, Form D, Form E, Five Year Plan.

At the next meeting, the Committee will work on the cover letter to departments/commissions and set the calendar.

Next meeting is July 10, 2013.

Adjourned 10:40 AM.

Capplan/minutes/2013/06.19.13