

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  
July 10, 2013

Meeting Posted: Yes  
Place: Ritter Memorial Building, 960 Massachusetts Avenue  
Time: 10:00 AM

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

Minutes approved- June 19, 2013.

Committee reviewed and updated draft packet cover letter to departments.

Timeline set as follows:

Packet to Dept. Heads	September 3, 2013	
Deadline for Packet Return to Capital Planning Committee	September 23, 2013	may be returned to <a href="mailto:mbenson@lunenburgonline.com">mbenson@lunenburgonline.com</a>
Committee Review	September 25, 2013	9:30 AM
Town Manager w/Capital Planning Committee	October 2, 2013	10:00 AM
School Dept. w/Capital Planning Committee	October 9, 2013	10:00 AM (IT Director included)
Police Dept. w/Capital Planning Committee	October 16, 2013	10:00 AM
DPW w/Capital Planning Committee	October 23, 2013	10:00 AM
Fire Dept. w/Capital Planning Committee	October 30, 2013	10:00 AM
Technology w/Capital Planning Committee (School Facilities Director & IT Director)	November 6, 2013	10:00 AM
Council on Aging w/Capital Planning Committee	November 13, 2013	10:00 AM
Library w/Capital Planning Committee	November 13, 2013	10:30 AM
Historical Comm w/Capital Planning Committee	November 13, 2013	11:00 AM
Review process	November 20, 2013	9:30 AM
Capital Planning Committee Presentation to Town Manager	December 18, 2013	10:00 AM

Initial meetings will be held at the Ritter. At that time it will be decided if a site visit is necessary. Committee will begin its prioritization and review after the November 20<sup>th</sup> meeting. All technology/communication requests must be signed off by the IT Director prior to submission to the Committee and all facilities/maintenance requests must be signed off by the DPW Director and/or School Facility Director prior to submission. If a department wishes either the IT, DPW or School Facility Director to accompany them for their scheduled meeting with the Committee and the specific Director is not available, the department head

will need to reschedule their time with the Committee. Committee will discuss "big ticket" items with Town Manager at October 2<sup>nd</sup> meeting. The November 20<sup>th</sup> meeting date will be available for any departments that the Committee recalls. The Committee will start its meetings at 9:30, with departments coming for 10:00 AM. Discussion ensued over requirement for inventories; Committee decided to table and get necessary information on an "as-needed" basis.

It was noted that the recommendations of the Building Reuse Committee could affect capital planning.

Next meeting- September 25, 2013.

Adjourned 11:45 AM.

Audio recording of meeting available.

Documents used during meeting: Cover Letter