

Town of Lunenburg



Capital Planning Committee:
Jamie Toale, Chairman
Dennis Mannone, Jr., Vice-Chairman
John Henshaw, Clerk
Joanna Bilotta-Simeone, Member
Heather Sroka, Member



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Minutes December 9, 2014

Meeting Posted: Yes
Location: Bilotta Meeting Room, 2nd floor, Town Hall, 17 Main Street, Lunenburg, MA
Present: Dennis Mannone, Jr., Kerry Speidel, Heather Sroka, Jamie Toale, John Henshaw.
Absent: Joanna Bilotta-Simeone

1. Meeting called to order by Jamie Toale at 4:31 pm.
2. No public comment.
3. Discussion of what constitutes a capital project—main points:
 - a. The Mass. Department of Revenue Div. of Local Services defines capital assets as “all tangible property used in the operation of government”, and that definition defines “capital projects” in the Town’s financial policy document . The issue is whether items like a hazardous tree survey, a building re-use study, or an intersection re-configuration plan should be included in the capital improvement plan or as part of the operating budget.
 - b. They have attributes of either:
 - i. Each is one-time, non-recurring expense, dissimilar to other operating budget items.
 - ii. None of the three is a tangible good, unlike other capital assets.
 - c. One idea is that expenses like these are non-recurring operating expenses.
4. The committee approved the minutes of the Tuesday, December 2 CPC meeting as submitted, 4-0.
5. Capital Improvement Project Priorities: The CPC reviewed all requested capital projects and assigned each project a priority of one, two, or three. Priority one items have a greater chance of being approved as part of the FY2016 capital improvement plan.

a. Overview:

Priority	#	Total Cost
One	6	\$1,095,928
Two	10	\$426,550
Three	9	\$242,132
Total:	25	\$1,764,610

- b. Kerry said the Fiscal 2016 budget as of now includes \$600,000 for capital outlays. In addition, the Town may elect to fund some of the projects through borrowing. The financial policies the Town has adopted state that total debt service costs of regular borrowing should not exceed 4% of the total tax levy, or three percent of the Town’s budget in a fiscal year, whichever is lower.
6. As these guidelines for debt service costs of regular borrowing limit borrowing, and as some capital projects may be funded by borrowing, the CPC discussed projecting regular borrowing limits over time:
 - a. John gave an overview of a first draft of a very cursory process for estimating a range of these limits from FY16-FY20.
 - b. >Action: John will circulate the spreadsheet to the CPC and will discuss it with the Finance Committee on Thursday.

7. Kerry will invite Loxi Calmes and John Londa to the CPC meeting, on December 16 to discuss the proposed asbestos abatement project at Turkey Hill Middle School. The meeting will take place at THMS.
 - a. Asbestos abatement at THMS would cost a projected \$882,000 between FY16 and FY20 and the committee is concerned about beginning the project and committing the Town to the entire abatement project and related costs: THMS is a nearly fifty year old building.
 - b. What alternatives are there to relocating district staff offices to Turkey Hill Middle School?
8. Adjournment: John moved to adjourn the meeting; Heather seconded the motion, and the committee voted 4-0 to adjourn at 5:57 pm.

Minutes Respectfully Submitted on December 11, 2014 by John Henshaw

c. Marjorie Boggio

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**LUNENBURG TOWN
CLERK OFFICE**