

MAA
Town of Lunenburg

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



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Minutes 9/08/15 Meeting

Meeting Posted: Yes
Location: Bilotta Meeting Room, 2nd Floor, Town Hall
Present: Kerry Speidel, Dennis Mannone, Jr., Heather Sroka, Jamie Toale, Matthew Allison, John Henshaw
Also Present: Jay Simeone. Jay is a citizen in Town and is also a member of the Finance Committee.
Absent: All Members Present

1. Meeting called to order by Jamie Toale at 4:32 pm.
2. Capital Planning Committee [CPC]—Election of Officers:
 - a. CPC Chairman FY 2016
 - Heather nominated Jamie; John seconded the nomination.
 - The CPC voted unanimously for Jamie as Chairman.
 - b. CPC Vice-chairman for FY 2016
 - Heather nominated Dennis; John seconded the nomination.
 - The CPC voted unanimously for Dennis as Vice-Chairman.
 - c. CPC Clerk for FY 2016
 - Heather nominated Dennis; Matthew seconded the nomination.
 - The CPC voted unanimously for John as Clerk.

Note that all three nominations were unopposed.
3. Committee Discussion:
 - a. Jamie explained that the CPC had begun to meet earlier than in the past to take up issues that had arisen in the past:
 - Multi-year capital requests (e.g. the Turkey Hill Middle School [THMS] asbestos abatement project) that had be considered annually in isolation rather than in total.
 - A general concern was that requests like the THMS abatement project may be out of the scope of the CPC:
 - a. Approval would commit the Town to a large part of the capital budget over several years.
 - b. The THMS project request in particular involves the issue of repurposing the building and how to do go about it.
Note: Jamie suggested that the CPC role may be to help frame the discussion.
 - Extending the number of years that the capital plan covers from five to ten or even 15 or 20 years would aid the capital planning process.
 - Jamie raised the opportunity of framing priorities in light of continued funding of the Pavement Management Program [PMP], existing

requests for capital projects, and prospective capital expenditures, like the stormwater system upgrade given resource constraints.

- A related issue was whether to finance high cost capital projects (Town policy is projects over \$100,000—but in practice usually well over \$100,000). When the Town finances these purchases over years a result is to reduce the capital budget by the cost of the financing during the period of the financing. That is a further constraint on the Town's ability to fund future capital requests.
 - a. Dennis stated that a longer capital planning horizon would let the CPC take into account when financing for prior projects ends and time borrowing for current projects accordingly.
 - b. The Capital Budget Process: Open discussions on their general thoughts with the departments.
 - Notes:
 - Each department would broadly determine which topics to cover.
 - As departments all have at least ten year plans, there should be no problems with any department laying out their capital needs over the longer term.
 - The goal is to get a rough idea of capital needs over the longer horizon, realizing that projected costs of items to be purchased in future years will be rough estimates.
 - The issues the CPC is especially interested in exploring include where applicable:
 - a. Capital needs over a 15-20 year period,
 - b. The general and preventative maintenance plan (e.g. boilers, HVAC.)
 - c. Prospective capital needs (e.g. upgrading the stormwater system.)
- Note: Adam Birney is attending a discussion in the near future regarding any assistance available for renovation and/or reconstruction of stormwater systems.
- The proposed schedule is at 4:30 pm—9/29th, 10/13th, 10/27.

4. Financing

- a. John will circulate his spreadsheet model on financing to all.
 - Members can explore scenarios and at a future meeting the CPC can take the model up.

5. The Radar Trailer that the Town Meeting approved the Police Dept. buy for \$12,000 actually cost \$12,447.

- a. John made a motion that the Capital Planning Committee approve that the Town spend an additional \$447 to make up the difference for the purchase of the radar trailer; Heather seconded the motion and the CPC approved the motion 5-0.

6. Minutes: Heather made a motion to approve the minutes of the May 5 meeting; Dennis seconded the motion. The committee approved the motion 4-0. Matthew abstained as he was not at the May 5 meeting

7. Public Comment—Matthew stated the 300th anniversaries of the settling of Lunenburg in 1718 and our Town's incorporation in 1728.

8. Adjournment: Heather made a motion to adjourn; John seconded the motion. The CPC approved the motion 5-0 and the meeting adjourned at 5:28.

Minutes respectfully submitted September 14, 2015 by John Henshaw

Copy Marjorie Boggio

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**LUNENBURG TOWN
CLERK OFFICE**