

**CAPITAL PLANNING COMMITTEE
MEETING MINUTES
MAY 22, 2008**

Present: Paul Hale, Chairman, Sue Motta, Finance Committee, Kevin Motta, Greg Cravedi, Debra Roussel,, Town Administrator, Karen Chick, Town Accountant (Ex-Officio)

The April 3rd meeting minutes were provided. There were 4 voting members of the committee present although 2 members would be abstaining, because they were not present at the April 3rd meeting, therefore it was tabled and will be voted for approval at the September 18th meeting.

It was agreed that a draft would be formulated and sent to the BOS and Finance Committee for the recommendations from the CIPC. Deb Roussel offered to formulate the wording for the CIPC recommendations and provide it to CIPC for their review prior to the September 18th meeting. At the September 18th meeting it will be discussed and approved by the committee.

The BOS received a letter from the Quabbin Regional School District regarding the capital improvement intentions for the Middle/High School. The BOS appreciates the info however the concern is more the Center School. Paul Hale will send a letter to Joan Paula, Center School Principal, Clare Barnes, District Facility Manager, and the School Committee to explain the town's protocol of informing and requesting for capital expenditure thru the Capital Planning Committee.

CIPC discussed nominating a liaison to the school to do "walk thru's" with the Facilities Manager, Clare Barnes. These are done annually and with a member of the CIPC present the committee would have an advantage of first hand knowledge and understanding of the building needs. It was also discussed that the School District should also follow the same procedure as other town departments and complete a "Form C" to request improvements.

Review of the Facilities Plan was tabled until September 18th. Bill Murray was not in attendance and the committee felt it prudent to wait for his expertise. Motion to table made by Greg Cravedi, 2nd Sue Motta. All in Favor to table.

Paul Hale, BOS representative, and Sue Motta, Finance Committee representative, reported that their respective committees agreed that **all** Capital Expenditures would be held off one year due to the budgetary constraints.

Review of the Capital Plan ~ It was discussed to move all capital purchases out one year. It was clarified that this meant the entire plan. For example FY09 to Fy10 and Fy10 to Fy11. There would be no doubling up of years due to the Financial Constraints. Debra Roussel requested the CIPC plan be maintained by the Town Administrators office, for updates and revisions. Motion by Sue Motta, Second by Greg Cravedi. All in

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Favor. Attached is the plan from Debra Roussel, with one noted change. To move the 2010 cruiser to a 2011 purchase.

The stabilization accounts for the upcoming override were discussed. Karen Chick asked about the committee's thoughts for the use of the stabilization for future years. If the town supports the override and it has been decided to postpone capital purchases for a year will this mean the committee will recommend larger down payments for upcoming capital purchases, or at the very least it should be a discussion for the future years. Sue Motta expressed concern with that thought process due to the increase of pricing in future years. It was agreed that it should be discussed in the future in the event of a successful override.

Voting began with the Form E policy. The committee agreed to review the voting done by Diane Lanney's completed Form E's. Each member would initial the forms for their approval.

Karen Chick exited the meeting. Further minutes were taken by Debra Roussel, Town Administrator.

Committee reviewed scoring by Diane Lanney distributed. Question on Operating and Maintenance scoring for Police and IT, arguing they were underscored, as would decrease operating and maintenance for new versus old.

It was agreed that cost of tractor for Recreation could be reduced. Committee voted unanimously on a motion by Greg Cravedi, seconded by Kevin Motta to approval all rates except IT, based on info supplied by vendor, scoring 10 on maintenance.

Motion to adjourn 7:00 p.m.