

CAPITAL PLANNING COMMITTEE

Lunenburg, Massachusetts

Marion M. Benson, Chair
Carl Sund, Mbr.
Colleen Shapiro, Mbr.
Brian Laffond, Mbr.
Elaine Murphy, Mbr.



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

Minutes
August 4, 2011

Meeting Posted: Yes
Place: Ritter Memorial Building, 960 Massachusetts Avenue
Time: 9:00 AM

Chair opened meeting at 9:05 AM

Present: Carl (Ernie) Sund, Elaine Murphy, Colleen Shapiro, Brian Laffond, Marion M. Benson

Motion to approve minutes of 2-17-11, Elaine Murphy, Second, Colleen Shapiro. Motion passed. Minutes signed for presentation to Town Clerk.

Chair noted time line as follows:

September 1, 2011: send CPC packet to Department Heads
September 30, 2011: return due date for all capital request forms, five year plans, and inventories
October 1 – October 14, 2011: Pre-review by Town Manager
October 14 – December 1, 2011: CPC review and interviews
December 1 – December 31, 2011: prioritization and preparation of FY Plan

Committee reviewed and discussed all previous forms and procedures. Primary discussion was for the need for an inventory of all items valued at \$10,000.00 and over. A five year plan form was reviewed. Inserts were added to Form B for clarification. Corrections, additions and deletions were applied to the general information memo. Other forms were condensed to become Form C - notification of items purchased under the FY plan, Form D – emergency form, and Form E – notification of capital items purchased out of operating budget, grants, etc. These forms will be helpful in recordkeeping.

Other discussions pertained to timing of the return of forms. It was suggested that Form B requests would not take place unless the inventory, five year plan and completed Form B's were returned on the correct date.

Also discussed was Technology as Capital vs. Operating Budget. Committee decided it should remain Capital.

Chair will prepare packet and submit to Committee for approval. Chair will discuss inventory with IT Director. Copy of packet will be sent to Town Manager.

Committee decided on Thursdays, 9:00 AM as a general meeting time. Regular meetings will not start until mid-October. A meeting will be held September 7, 9:00 AM at the Ritter.

Chair noted the Energy Efficiency Lighting Upgrade at Passios Elementary School where UNITIL will provide \$33,445.50 of the cost. Complete cost was \$47,775.50.

Motion to adjourn, Brian Laffond, Second, Ernie Sund, Motion passed. Adjourned 11:30 AM.