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
May 16, 2013

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

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

Ms. Benson noted the process under the Town Charter. Noted committees represented- Mr. Toale, Board of Selectmen; Ms. Shapiro, School Committee; Mr. Raboin, Finance Committee; Mr. Mannone Jr., member-at large, and that it is the responsibility of that CPC member to bring forth any concerns of the represented committee.

It was suggested to prioritize remaining capital requests beyond the recommended Plan in case more funds become available. It was also suggested a meeting be held with the Town Manager before submittal of final recommended Plan by Committee.

Ms. Benson noted she has applied for a traffic count at the intersection of Lancaster Avenue and Goodrich Street. (A 4-way flasher was requested for the FY2014 Plan, but did not make the final submitted Plan.)

Committee reviewed forms. They felt the Form B needs to require more in-depth information. It should also reference if the requested item is listed in another's department's Form B, i.e., an item may be requested by one department, but falls under the jurisdiction of another department (facilities or technology). Note this in initial cover letter to departments.

Town Manager noted that if item is submitted, but does not make the final recommended Plan, it needs to be carried forward to the next year; it doesn't just go away if it's not funded.

Facility requests need to be generated through DPW.

Form Bs requesting technology and/or facility needs to be double-filed. The requesting department and/or technology and/or DPW need to coordinate with one another.

There was discussion regarding the financial forecast. The Town Manager noted she places $500K of cash into the budget each year for the FY Capital Plan warrant article placeholder. Any capital expenditure, regardless of the funding sources, should be part of the Plan and all requests should be prioritized even if all requests cannot be on the Plan. Items could be separated by funding source on the final Committee recommended Plan. The Plan should be presented to her by December 31 of each year; mid-January at the latest for her final budget preparation date of February 15th.

Ms. Shapiro inquired as to status of funds if an item on the Plan is not purchased by the end of the fiscal year. As it is a separate warrant article, once the money is appropriated it stays in that article. It does not expire at the end of the fiscal year and does not have to be spent in that fiscal year.

It was noted that many departments neglect to complete Form C. Suggestion was that departments be reminded to complete the form as the fiscal year is coming to a close.

Modify Form B to include a "box" for outsourcing?

Committee discussed reviewing the Form B as soon as it comes in, thereby allowing time for the Committee to note any item they want the department to explore, return the Form B to the department, and then schedule the department at a later date. The Committee could create a checklist to go to the department when requesting additional information.

Tentative meeting schedule set through end-September as follows:
June 6, 10:00 AM
June 19, 9:30 AM
July 10, 10:00 AM
August 8, 9:30 AM
September 18, 10:00 AM
September 25, 10:00 AM

Adjourned 11:10 AM.