

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  
June 6, 2013

Meeting Posted: Yes  
Place: Ritter Memorial Building, 960 Massachusetts Avenue  
Time: 10:00 AM

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

Minutes approved- April 4, 2013 and May 16, 2013.

### **Continued review of process and procedure:**

Forms have been revised as follows:

The current Form B encompasses ten years. The Capital Planning Committee decided to reduce it to five years. The FY 2015 Form Bs shall encompass FY15 – FY19 with FY20 being for any other anticipated large purchases. At the May 16, 2013 meeting, the Town Manager noted that if an item is submitted, but does not make the final Plan, it should be carried forward to the next year. The Committee disagrees and wants those items listed only if they are still a requested item.

The Form B will become Form B-1, B-2, and B-3.

B-1 will be for equipment requests. If the equipment is a vehicle, Form C, Criteria and Reasoning-Vehicle Purchase, will accompany the Form B-1. Form C will include the vehicle's age, mileage, condition, hours used, inspections (state or independent), repair history, accidents, and photos.

B-2 will be for technology requests and shall be submitted both to the IT (Information Technology) Director and the Committee. The Committee will hold a meeting with the IT Director when the FY 2015 packet goes out to the departments.

B-3 is for buildings, maintenance and roads and shall be coordinated with the DPW Director and/or the Director of Facilities and Grounds.

Form D, Capital Purchases- This is a record-keeping form for each time a Form B item is purchased. Form D will be sent to the departments July 1, 2013 and also included in the packet for FY 2015. No. 4 shall be revised to request both the budget dollar amount and the actual cost of the item.

Form E, Capital Item Emergency Request- no change.

Form F, Capital Item Request Over \$10,000 out of Operating Budget, Grant Monies, etc.- Committee chose to delete form as of this meeting.

Audio recording of meeting available

Documents used during meeting: Form B-1, Form B-2, Form B-3, Form C, Form D, Form E.