

Town of Lunenburg

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

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Minutes November 4, 2014

Meeting Posted: Yes
 Location: Bilotta Meeting Room, 2nd floor, Town Hall, 17 Main Street, Lunenburg, MA
 Present: Joanna Bilotta-Simeone (late), John Henshaw, Dennis Mannone, Jr. (late), Kerry Speidel, Heather Sroka, Jamie Toale.
 Absent: None

1. Meeting called to order by Jamie Toale at 4:33 pm.
2. No public comment.
3. The committee approved the minutes of the Tuesday, October 21 CPC meeting.
4. As input for the FY2016 Capital Improvement Plan, the CPC reviewed capital project requests of the Technology and Fire Departments. (For details on the requests and for projected annual capital requirements from FY2017 through FY2021 refer to the Capital Planning Binder.)

| Technology Capital Project Requests FY2016, An Overview Presented by Steve Malandrinos | | | |
|---|---|------------|--|
| Department | Equipment | Total Cost | Notes |
| Schools | Laptops, printers, network switches, software. | \$30,000 | To replace aging, outdated equipment. Useful life: four years. No change in operating costs. ♦ Steve M. will correct the table listing future capital needs in Form B-2. |
| Town | PCs, laptops, printer, server. | \$21,400 | To replace aging, outdated equipment. Useful life: four years. No change in operating costs. |
| Police | Fingerprint reader Tilt Camera MICRS Computer | \$13,500 | Kerry S. submitted the capital requests of the police department to the Executive Director of Regional Dispatch as they may be eligible for a grant for this. |
| Total | | \$64,900 | |

| Capital Project Requests of the Fire Department FY2016, An Overview Presented by Chief Patrick Sullivan | | |
|--|------------|--|
| Item | Total Cost | Notes |
| 4x4 Pick-Up Truck | \$60,000 | To replace 12 year old, rusting truck used for snow plowing the Public Safety Building, and for taking equipment to emergency situations. No change in operating costs. |
| Total | \$60,000 | |

5. Fire Department Capital Requests from FY2017 to FY2020 total \$1,860,000.

- As a general rule, the Town spends around \$500,000 on capital projects each year.
- The Town borrowed to buy the Fire Truck this fiscal year and will be paying about \$100,000 per year through FY2019.

6. Capital Planning Committee Web site:

- To address a potential issue where the link to the calendar on the Capital Planning Site either does not work or links to a different version of the CPC meeting agenda, the committee agreed remove the link. Rather, this link on the Town's web site goes to the CPC agendas.
- The CPC agreed to post the list of funded capital projects for FY2015 as approved at the Annual Town Meeting early May, 2014.
- Mission Statement: Dennis M. and Joanna had submitted mission statements for the committee to consider for the web site. Dennis' submission laid out the committee's responsibilities, while Joanna's described committee procedures.
 - Heather moved that the web site include Dennis statement of goals, followed by Joanna's description of procedures. Dennis seconded her motion, and the committee approved the motion 5-0.
 - ◆ Jamie will ask Steve Malandrinos to make these additions to the Capital Planning Committee web site.

7. Agendas through December 16. The CPC approved the suggestion that Jamie and John craft agendas for the meetings of November 18, December 2, and December 16.

- ◆ Jamie and John will draft agendas for these meetings and send them to Dennis, Heather, and Joanna to look over prior to the November 18 meeting.

8. Adjournment: Joanna moved to adjourn the meeting; Heather seconded her motion, and the committee voted 5-0 to adjourn the meeting at 6:20 pm.

Minutes Respectfully Submitted by John Henshaw

c. Marjorie Boggio
Steve Malandrinos
Patrick Sullivan