

**Capital Planning Committee Meeting
Brookfield Town Hall
Thursday, May 19, 2011
Minutes**

Members Present: Heather Lemieux, Barbara Wilson, Bruce Clarke, and Archie Achilles.

Others Present: Peter Martell (Fire Chief).

Chairman Lemieux called the meeting to order at 7:03 p.m.

Meet with Fire Chief to review Capital Needs: Peter Martell reviewed his submitted Capital Acquisition and Improvement requests with the Committee. His proposed schedule included replacement of the 1983 Ford Engine #3 (in FY 2014 for about \$150,000), 1984 GMC Forestry 2 (in FY 2012 for about \$39,000), 1984 Fire Station Roof (in FY 2020 for \$14,000), the 1998 Fire Station Roof(in FY 2020 for \$14,000), 1987 Ford Engine #1 (in FY 18 for \$200,000), and the 2000 Ford Explorer (in FY 2015 for \$32,000) . Chief Martell would like funds appropriated every year (approximately \$5,500) to replace air bottles. The air bottles cost approximately \$1,100 each and have a 15 year life expectancy. Another capital expense would be replacement of the two heating systems in the Fire Station. The heating systems were installed in 1960 and 1984 respectively and Chief Martell would like to look at another alternative such as natural gas.

Vehicles that will be eventually taken off the inventory for Fire Department are the 1998 Squad #1 (Not to be replaced), 1960 Doge Forestry (Not to be replaced), the 1995 Tanker (Not to be replaced), the 2006 United Utility Trailer(owned by Emergency Management), the 1967 Utility Trailer (Federal Government Surplus), and the 1979 Fire Truck (Federal Government Surplus).

Old Business:

- **Approval of Minutes:** The Committee agreed to table the approval of the minutes of March 24, 2011 until the next meeting.

New Business:

- **Review of Capital Needs Plan to Date:** H. Lemieux provided the committee members an Excel formatted Summary by Department of the capital needs requests received to date, including a summary sheet by asset category (infrastructure, vehicles or equipment).
- **Remaining Capital Needs Plans by Department:** The Committee reviewed the list of remaining departments that have not submitted a Capital Needs/Inventory List. The Committee split up the list so each member could individually contact the department to request their proposed capital plan.

The Committee agreed that the next meeting would be Thursday, June 2nd at 7 PM in the Brookfield Town Hall.

B. Clarke moved to adjourn the meeting and A. Achilles seconded the motion. So voted at 8:33 PM.

Respectfully submitted,

Heather R. Lemieux, Chairman