

**Capital Improvement Planning Committee**  
**March 28, 2012 Brookfield Elementary School Library**  
**Minutes**

**Members Present:** Heather Lemieux, Kermit Eaton, Barbara Wilson, Sheila Frangiamore, Sharon Mahoney and Peter O'Connell

**Members Absent:** Jerry Johnson

The meeting was called to order at 7:05.

1. **Minutes: Kermit Eaton moved and Barbara Wilson seconded the motion to approve the minutes of January 26, 2012. So voted with Sheila Frangiamore abstaining.**
2. **Setting Priorities Among Competing Capital Requests:** Heather Lemieux had previously emailed the Sturbridge factors for grading and rank-ordering capital priorities. Sheila Frangiamore moved and Sharon Mahoney seconded a motion to adopt the Sturbridge rating factors in setting priorities for Brookfield capital requests. **So voted.** Kermit Eaton noted that the Committee was doing a good job establishing formal procedures for capital planning by adopting a new capital planning request and justification form and now the procedure for rank-ordering priorities. He recommended that the Committee move ahead to finish the financial indicators discussed at the last meeting.
3. **Recreation Committee Capital Requests:** The Committee reviewed the Recreation Committee's capital requests that had been emailed to all members prior to the meeting. The committee's top priority was the repaving of the Lewis Field driveway on the lower section and the paving of a parking lot between the two baseball fields. The Committee has previously estimated a \$15,000 cost, but was now revising that figure upward to \$30,000 after receiving estimates. Mr. O'Connell expressed concern that the Committee had not yet met with the Highway Department and expressed concerns about children's safety in the current traffic and parking pattern which he felt would not be alleviated by the proposed plan. Mr. O'Connell moved and Ms. Mahoney seconded a motion to ask Barbara Wilson to express our appreciation to the Recreation Committee for the work done, but to recommend they request money to hire a designer and planner to (1) address issues of security and safety with respect to the driveway, parking and play areas, (2) discuss the need for additional play fields, and (3) discuss possible fundraising activities to reduce the total cost of their overall capital plan. The motion carried unanimously.
4. **Ranking of FY13 Requested Money Articles:** Mr. O'Connell distributed a list of article requests for the FY13 Annual Town Meeting and the amounts of money sought. After discussion, the Committee gave high priority to;

Highway Reconstruction (\$32,000)  
Saw Mill Pond Phase II Study (\$40,000)  
Transfer of \$83,127 back to Stabilization  
Recreation Committee Planning (\$5,000)

Line Painting (\$7,500)  
Quaboag Bridge Right of Way (\$15,000)  
Highway Loader Purchase (\$165,000)  
Begin saving for Fire, Highway and Police

The committee gave middle priority to computer purchases (\$7,500 estimated). The Committee recommended the following be funded if monies were available:

Library: (\$20,000): Sheila Frangiamore moved and Sharon Mahoney seconded a motion asking the Library Commissioners whether they could resubmit their capital request to spread out their

maintenance more evenly and taking into account any money from FY12 that could be carried over into FY13. So voted.

Engine # 3 Repair (\$14,500) and Forestry # 2 replacement: Mr. O'Connell moved and Sheila Frangiamore seconded a motion to ask Kermit Eaton to talk with Chief Martell about (1) the need for Engine # 3 given the mutual aid regional structure; (2) the longer life to be gained from Engine # 3, and (3) whether a used Forestry vehicle could be purchased and if so at what cost and if not can the Forestry 2 vehicle last three more years. So voted.

Common and Mall (\$5,000)

Cemetery Matching Funds (\$7,500)

5. **Funding the Capital Plan and Creating Targeted subsections of the Stabilization Fund:** The committee discussed (a) the advantages of transferring some monies from unrestricted Stabilization into already established but underfunded targeted Capital funds for the Police Fleet, Highway vehicle replacement, Fire Engine replacement, and Municipal Building Purchase and Repair; (b) the need to use Stabilization funds in the short run to cover capital purchases, but also to begin putting some money into the targeted funds in the later years of the capital plan and (3) the need to amortize the costs for the Police Station and Town Hall renovation over a period of 30 years. Heather and Peter agreed to research how to propose funding for the capital plan.
6. **The date for the next CIPC meeting will be April 25<sup>th</sup> at 7 PM in the Town Hall.**
7. **Adjournment:** Kermit Eaton moved and Sharon Mahoney seconded the motion to adjourn the meeting. So voted at 9:46 PM.

Respectfully submitted,

Peter S. O'Connell, Clerk