

**Capital Improvement Planning Committee**  
**May 3, 2012 Brookfield Town Hall**  
**Minutes**

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

**Members Absent:** Jerry Johnson and Barbara Wilson

The meeting was called to order at 7:05.

1. **Minutes:** Sheila Frangiamore moved and Sharon Mahoney seconded the motion to approve the minutes of March 26, 2012. So voted.
2. **ATM and ATM Capital Articles:** Peter O'Connell reviewed the capital articles currently approved for the warrant for the Special Town Meeting and the Annual Town Meeting. After a brief discussion, the consensus of the committee was to apply grading factors based on the Sturbridge criteria and to make recommendations to the Town Meeting about which articles had the highest priority. The Committee would do the ranking at its next meeting, which would have to be scheduled prior to the Town Meeting on June 8<sup>th</sup>.
3. **Priority for the Repair of Engine # 3 (ATM article request):** Kermit Eaton reviewed notes of his conversation with Chief Martel about the rationale for the repair of Engine # 3. Donna Neylon had distributed his notes to committee members via email prior to the meeting. Kermit noted that Engine # 3 is the third engine out to fires, so it is primarily a storm and brush fire response engine. It was bought in 1986 and has fewer than 30,000 miles on it. Kermit noted that most area Fire Departments have only two fire engines. He questioned whether the repair of this engine was a high priority given the high number of pumper trucks available to Brookfield via mutual aid. A decision on this recommendation was deferred to the next meeting when a priority ranking will be done and a recommendation made to the Town Meeting.
4. **Inventory of Capital Equipment:** Heather distributed a draft equipment inventory, which needs to be distributed to each department so missing data can be supplied. Peter O'Connell will request that Donna Neylon do this as soon as possible.
5. **Five Year Projection of Income Sources and Amounts (including potential new sources of income) Annual Operating Budgets, and Capital Requests:** Peter O'Connell distributed a draft worksheet that applies an inflation factor to the FY13 budget figures (expenses and income) to see if the Town will have sufficient financial resources to meet capital requests received to date by the CIPC. The Committee felt this was a good beginning. Peter O'Connell will do some further work on it and forward it to Heather to see if she could get her Town Accountant to review it and make suggestions.
6. **Debt and Debt Service:** The Committee agreed that the Capital Planning Report should present current data on both debt and debt service. Sheila Frangiamore will update the data on this.
7. **Criteria for Prioritizing Capital Requests:** Heather Lemieux distributed criteria from Seekonk and two additional towns. After a brief discussion, the Committee felt it wanted to use the Sturbridge criteria. Heather will email this to the Committee members prior to the next meeting.
8. **The date for the next CIPC meeting will be May 16th at 7 PM in the Town Hall.**
9. **Adjournment:** Sheila Frangimore moved and Kermit Eaton seconded the motion to adjourn the meeting. So voted at 9:05 PM.

Respectfully submitted,

Peter S. O'Connell, Clerk