

**Capital Improvement Planning Committee
Brookfield Elementary School Library
June 21,2012
Minutes**

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

Members Absent: Jerry Johnson

Also Present: John David Holdcraft

Because of confusion over the location of the meeting, the meeting was called to order at 7:14

1. **Minutes:** **Barbara Wilson** moved and Sheila Frangiamore seconded the motion to approve the minutes of May 3, 2012. So voted.
2. **Reappointments:** John David Holdcraft questioned whether the Board of Selectmen's action to appoint Mr. O'Connell to the Capital Improvement Planning Committee as the Selectmen's representative conformed to the terms of the Committee charge. Heather Lemieux reviewed the Town By-Law, which specifies that a Selectman be a member of the Committee, but noted that the Selectmen have re-appointed Mr. O'Connell to the committee, so even if he is not the Selectmen's representative, he is a member of the committee. She will speak with the Board of Selectmen to review the requirements of the by-law so that the Selectmen can take the appropriate action to name a member of the Board to the Capital Improvement Planning Committee.
3. **Inventory of Assets:** Heather Lemieux led a discussion of the draft Inventory of Assets, which had some areas needing further information. The following follow-up actions were identified as were the individuals taking responsibility for the follow-up actions (data is to be forwarded to Heather to incorporate in the final Inventory of Assets to be included in the Capital Plan):

Computer Inventory	Sheila Frangiamore
Highway Department	Kermit Eaton
Water Department	Sheila Frangiamore
Police Department	Heather Lemieux
Town Facilities	Sheila Frangiamore
Brookfield Elementary School facility and equipment	Barbara Wilson
Fire and EMS	Kermit Eaton
Recreation Committee Facilities and Equipment	Barbara Wilson
Lawn Mower Inventory	Peter O'Connell
Cemetery Equipment and facilities	Sheila Frangiamore
Other items not yet included	All committee members

4. **Components of the Capital Plan:** Heather Lemieux reviewed the components of a capital plan as outlined in the Department of Revenue publication. These included:
 - a. **Capital Planning By-Law:** This has been accomplished and a by-law was approved making the Capital Planning Committee a standing committee, defining its functions, and establishing its membership.
 - b. **An annual Capital Planning Calendar:** Action: On a motion by Sheila Frangiamore and seconded by Barbara Wilson, the Committee voted to adopt the capital planning calendar and deadlines proposed by the DOR.
 - c. **Inventory of Assets:** In process
 - d. **Policies:** The Committee briefly reviewed policies suggested by the DOR. Peter O'Connell volunteered to draft for the next meeting policy statements to recommend to the Board of Selectmen relating to capital planning, use of free cash, debt and debt service, etc.
 - e. **Financial Analysis of Income, Expenses, Debt Service, and Capital Expenses:** Peter O'Connell has previously circulated various analyses of trends based on Hadley Town

Administrator David Nixon's presentation to the Committee and a draft financial analysis for FY13-FY18. He will email these materials to the Committee along with discussion questions in preparation for a discussion at the next meeting.

f. Capital Plan and Funding Plan: This is in process.

5. **Criteria for Prioritizing Capital Planning Requests:** Heather distributed ranking sheets for several towns. The Committee affirmed its early vote to adopt a weighted system of criteria to produce a priority score for each capital request, but found that the factors used by Sturbridge, Seekonk, Reading, and others were too numerous and duplicative. In addition, they did not seem to include any factor related to community identity, cultural or educational programming or other cluster of activities that brought a community together. Peter O'Connell volunteered to propose a weighted system of five-six factors for discussion at the next meeting.
6. **Recreation Committee Capital Requests:** The Committee asked Barbara Wilson to ask the Recreation Committee to meet with the Superintendent of Highways, Chief of Police, and the Board of Selectmen to propose a new capital plan for Lewis Field, including the possibility of funding part of the plan using Chapter 90 funds. The Capital Planning Committee would encourage the group to submit a revised Lewis Field capital improvement plan in time for the Capital Planning Committee's meeting in August.
7. **The dates for the next CIPC meeting will be the fourth Thursday of each month** in July (July 26), August (August 23), September (September 27), and October (October 25th) all in the Town Hall at 7 PM in the Town Hall. Sheila Frangiamore will ask the Town Clerk to post these meetings as a group. Individual meeting postings will then be submitted with the agenda closer to the meeting date.
8. **Adjournment:** Kermit Eaton moved and Sheila Frangiamore seconded the motion to adjourn the meeting. So voted at 9:28 PM.

Respectfully submitted,

Peter S. O'Connell, Clerk