

**Capital Improvement Planning Committee  
Town Hall  
July 26, 2012  
Minutes**

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

**Members Absent:** Jerry Johnson, Sheila Frangiamore

The meeting was called to order at 7:14

1. **Minutes:** Barbara Wilson moved and Kermit Eaton seconded the motion to approve the minutes of June 21, 2012. So voted.
2. **Reappointments:** Heather Lemieux reported that the Board of Selectmen had amended their earlier appointments to appoint Rudy Heller as the Selectmen's representative, Peter O'Connell, Kermit Eaton, and Heather Lemieux as at-large members of the Committee with staggered terms (O'Connell through June, 2013, Eaton through June 2014, and Lemieux through June, 2015). Although Sharon Mahoney has been reappointed to the Committee, the Selectmen have not appointed her as an at-large member for a fixed term. Heather Lemieux will follow up with Donna Neylon to get the Board of Selectmen to address that issue.
3. **Recreation Committee:** Jeff Landine, one of the chairs of the Recreation Committee was present to discuss the Recreation Committee's request for capital funding. After discussions about communication problems that led to passing over the Annual Town Meeting article for funding the enclosure of the ditch at Lewis Field, agreement was reached that Mr. Landine would meet on August 6 with Rudy Heller, Superintendent of Highway Chaffee, and Police Chief Blanchard to discuss the safety and capital needs related to Lewis Field and to come up with a proposal for a Fall Town Meeting Article and a phased capital plan that would be resubmitted to the Capital Planning Committee at its August meeting.
4. **Reorganization:** The committee reorganized. Heather Lemieux moved and Peter O'Connell seconded a motion to elect Kermit Eaton Chair. So voted. Peter O'Connell moved and Kermit Eaton seconded a motion to elect Heather Lemieux vice-chair. So Voted. Rudy Heller moved and Barbara Wilson seconded a motion elect Peter O'Connell secretary. So voted. Kermit Eaton will call Jerry Johnson, Chair of the Advisory Committee, to explore regular representation of a representative of the Advisory Committee the Capital Planning Committee. Kermit will also obtain a list of Brookfield residents and occupations from the Town Clerk to begin recruiting qualified residents to serve on the Capital Planning Committee.
5. **Inventory of Assets:** Heather Lemieux led a discussion of the draft Inventory of Assets. The following follow-up actions and individuals responsible for following up on them had been identified in May. Data was to be forwarded to Heather to incorporate in the final Inventory of Assets to be included in the Capital Plan:

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

The lawnmower inventory has been added to the Capital Assets inventory. Kermit Eaton had forwarded Highway information to Heather, which she will input into the spreadsheet. Barbara Wilson said that she had asked Donald Faugno to update the information on the Elementary School and its capital equipment. Barbara will follow up with the Recreation Committee to get a list of their capital assets and a condition report for each. Rudy Heller will ask the Highway Department to forward to Heather its inventory of roads

and bridges, and dams and its proposal for capital improvements, since this was on their agenda to work on this summer. Rudy Heller agreed to complete the computer inventory. Barbara Wilson agreed to follow up with Sheila Frangiamore and Bruce Clarke to obtain the Water Department's capital inventory and proposed plan. Heather Lemieux will obtain information on the condition of police vehicles from Chief Blanchard. Rudy Heller will work with Donna Neylon to obtain information on Town Facilities, including the Gazebo. Kermit Eaton will obtain data from the Cemetery Commission on its assets and capital plan.

Heather will forward to the Committee members an updated Capital Assets Inventory to be reviewed prior to the August Meeting.

6. **Capital Planning Policies:** At the request of the Chair, Peter O'Connell briefly reviewed drafts of possible capital planning policies he had previously emailed to the Committee. Given the lateness of the hour, the Committee members agreed to review the document and be prepared to vote on the policies at the August meeting.
7. **Adjournment:** Peter O'Connell moved and Kermit Eaton seconded the motion to adjourn the meeting. So voted at 9:05 PM.

Respectfully submitted,

Peter S. O'Connell, Clerk