

**Capital Improvement Planning Committee
Brookfield Elementary School
January 29, 2013**

Members Present: Kermit Eaton, Heather Lemieux, Barbara Wilson, Nick Thomo, Jerry Johnson, Mary Lou Knight, Don Taft, and Peter O'Connell

Members Absent: Sheila Frangiamore

The meeting was called to order at 7:04 PM.

1. **Minutes:** Jerry Johnson moved and Don Taft seconded the motion to approve the minutes of January 17, 2013; so voted.

2. **Draft Capital Planning Report:** The committee reviewed the cover memo to the Selectmen and the draft capital planning recommendations and summary of the capital requests. After discussion, the committee made small editorial changes in the cover memo, including a request to the Selectmen to review the Capital Planning policy recommendations at their next Selectmen's meeting and to schedule a staff meeting with Selectmen to review the five-year capital requests.

The Committee reached consensus on the following changes in the body of the report:

- a. **Free cash:** The Committee agreed with the policy, though members were aware of the difficulty of actually predicting free cash. At Heather Lemieux's suggestion, the committee agreed to call to the Selectmen's attention two years (2008 and 2010) in which free cash fell below recommended levels and to ask them to determine whether the causes of low free cash might offer lessons for the future.
- b. **Policy on Special Fund Debt Service:** The Committee generally agreed with the policy that special funds should cover their own capital debt service, but felt that the Selectmen needed to give a department such as the BOH/Transfer Station time and assistance in identifying revenue sources to underwrite capital costs. Don Taft will follow up with his EPA contact to see if there is a time limit on well testing.
- c. **Expanding the Number of Targeted Stabilization Funds and then funding them:** The Committee supported the recommendations, but felt that the establishment of a Post-Retirement Benefit Reserve may require town meeting action to accept legislation and wasn't really a capital reserve. Members agreed to move this recommendation to the "Other Recommendations" section and to note that this was really the responsibility of the Treasurer and Selectmen.
- d. **Police Station:** The Committee made no recommendation on whether the Police Station should be constructed since it had no concrete proposal to react to. However, the Committee suggested that the Selectmen get alternative funding options from Clark Rowell and recommended that the debt service be handled within the operating budget if such a plan did not take the town over the recommended standard of debt serviced within the operating budget (5% of the annual operating budget).
- e. **Community Preservation Act:** The Committee declined to make a recommendation at this meeting on whether the community should vote for the CPA since several members wanted to better inform themselves about the impact. Mr. Eaton suggested that Bill Simpson be invited to the next meeting of the CIPC.
- f. The Committee discussed new proposals for capital expenditures made by Fire Chief Martell that were submitted to the Selectmen, but had not yet been seen by the CIPC. The Committee declined to include them in the report at this time, but agreed to invite the Chief to the next meeting.
- g. Nick Thomo felt that if the Capital Planning Committee wanted to help develop five-year projections of income and expenses, he saw no reason why the Board of Selectmen would be against it, but he will check.

On a motion by Jerry Johnson, seconded by Don Taft, the committee voted unanimously to approve the Capital Plan report as revised.

3. **Meeting dates:** The next meeting of the CIPC is Thursday, Feb. 14 at 7 PM. Peter will reserve space at the Elementary School and get the meeting posted. Kermit Eaton will get on the Selectmen's agenda to go over the policy proposals, talk with Sheila Frangiamore about setting up a sub-group meeting with Clark Rowell and invite Peter Martell and Bill Simpson to the next meeting.

Agenda for the February 14th meeting:

Review of Fire Department Capital Requests

Presentation by Bill Simpson on the Community Preservation Act

Discussion of changes to the Capital Planning Report

Report of meeting with Financial Advisor Clark Rowell related to Overall Financial and Capital Planning Policies and Procedures, Projections of Revenue and Expenditures, and the financing of proposed Police Department building – Kermit Eaton and Sheila Frangiamore

Initial Review of FY14 Capital Requests and the process of rating them in priority

Setting future meetings and tasks

4. **Adjournment:** On a motion by Mary Lou Knight, seconded by Don Taft, the meeting was adjourned at 9:55.

Respectfully submitted,

Peter S. O'Connell, Clerk