

**Capital Improvement Planning Committee  
Brookfield Elementary School  
Feb. 14, 2013**

**Members Present:** Kermit Eaton, Barbara Wilson, Sheila Frangiamore, Jerry Johnson, Mary Lou Knight, Don Taft, and Peter O'Connell

**Members Absent:** Heather Lemieux, Nick Thomo

The meeting was called to order at 7:00 PM.

1. **Minutes:** Mary Lou Knight moved and Jerry Johnson seconded the motion to approve the minutes of January 29, 2013 as revised; so voted.
2. **CIPC Contact Information Sheet:** Mary Lou will update the contact information sheet for committee members.
3. **Presentation of the Draft Capital Plan to Selectmen, Department Heads and Committee Chairs on Tuesday, Feb. 12:** Kermit reported that the presentation was very well received. We received a few minor corrections on figures in the report, including updated figures from the Elementary School Committee, which will be incorporated into the Final report. Selectmen asked that final recommendations be made by the committee in time for them to review them prior to their meeting on February 19.
4. **Presentation by Chief Martell:**
  - Jaws of Life: Chief Martell requested \$8,000 for replacements parts for the 22 year old Jaws of Life and justified the request by citing inspection reports that said the current tool would not cut newer metals. Sheila Frangiamore move and Barbara Wilson seconded the motion to include the request in the final capital plan.
  - Air Bottles and Protective Clothing: Chief Martell requested \$10,000 to pay for air bottles (\$5500) and a down payment on replacement of protective clothing (\$4500). This is approximately the same amount that he requests for equipment replacement or firehouse repair each year, so his budget remains about the same. The committee discussed whether either of these items is really a capital purchase since any one item is less than \$5,000, but decided to treat the whole area as a category of capital expense. Peter O'Connell moved and Sheila Frangiamore seconded the motion to include \$10,000 in the capital plan as requested. So voted with Kermit Eaton voting no.
  - Budgeting for savings toward vehicle replacement: Although for FY14 Chief Martell had requested a sum of \$39,000 for the replacement of the forestry II vehicle and \$200,000 to be put towards vehicle replacement since both Engines 1 and 3 are due for replacement, he agreed that he could accept less if the Town were to make a commitment to regular savings. He supported the recommendation of the Committee to put about \$70,000 toward this goal, but strongly recommended that money not be put in separate Fire, Police, and Highway Fleet stabilization accounts. Instead, he recommended that the Highway Equipment Purchase account be renamed and expanded and a sum of money be put into it each year to be spent on planned capital items with the consent of the Selectmen, Advisory Committee and Capital Planning Committee. He argued that putting money in stabilization restricted the ability of Department Heads to acquire used vehicles at advantageous prices when they became available.

The Chief agreed to update the asset inventory account to include other equipment that had not been listed. Peter O'Connell will email him the inventory so he has an electronic copy.

After discussion, Sheila Frangiamore moved and Don Taft seconded a motion to recommend to Town Meeting voters that the Highway Equipment Purchase Account be renamed the "Fleet Replacement Account" and that \$100,000 be raised and appropriated, transferred or borrowed in FY14 to be added to the existing balance in the renamed Highway Equipment Purchase Account. Funds from the new account would be expended only with the consent of the Board of Selectmen, Advisory Committee and Capital Improvement Planning Committee. So voted.

5. **Presentation on the Police Station, Town Hall Renovation and the Community Preservation Act:** Bill Simpson and Donald Faugno were present to discuss the above projects. Mr. Simpson had emailed material

in advance of the meeting to the Chair and Clerk, but not to all members of the committee. After some discussion on each of the projects and the CPA, it was agreed that Mr. Simpson and Mr. Faugno would be invited to the next meeting of the CIPC to make formal presentations on the Police Station proposal, the Town Hall renovation proposal and the CPA ballot vote. The CIPC will decide at that meeting whether to recommend those projects to the voters.

6. **Board of Health Capital Requests:** Kermit noted that he had had conversations with both Mike Seery and Dan Leahy that indicated that the Board of Health had not yet voted on proposed capital improvements previously presented to the CIPC by Chairman Dan Leahy. Kermit will invite Dan Leahy to the next meeting.
7. **Next Meeting:** The next meeting of the CIPC is at 6:30 on March 19, 2013. The Agenda is as follows:

Agenda:

Approval of Minutes

Municipal Planning Committee presentation:

Police Station

Town Hall/Senior Center

Presentation on the Community Preservation Act

*Board of Health: Transfer Station Capital Improvements*

Review of 2014 Capital Requests

Other Business

2013 Meeting schedule

Adjournment

8. **Adjournment:** On a motion by Jerry Johnson, seconded by Sheila Frangiamore, the meeting was adjourned at 9:40.

Respectfully submitted,

Peter S. O'Connell, Clerk