

Town Of Longmeadow, MA
Capital Planning Committee
Meeting Minutes
October 15, 2003

The capital planning committee met on October 15, 2003 to begin the FY 2005 planning cycle. The meeting was called to order at 7:00 PM. In attendance were:

Mr. Richard Uss Mr. Michael Giampietro Mr. Steven Gelling
Mr. Roger Cloutman Mr. Mark Gold

Mr. Roger Wojcik could not attend due to a conflict with the Charter Commission.

Mr. Gold was elected as chairman of the Committee for this planning cycle.

The committee was informed that there is \$355,000 available in the stabilization fund for recommended appropriations for FY '05. As a result of a new state law, interest earned on stabilization fund assets is now returned to the town general fund, rather than being kept in the stabilization fund. This will have the effect of reducing funds available for appropriation by approximately \$8,000 per year.

The Appropriations Committee has assigned Mr. William Engelberger to be the liaison to the capital planning committee. Mr. Engelberger will be informed of our meeting dates and strongly urged to participate in our meetings.

Preliminary meeting dates were discussed. Due to conflicts with the Charter Commission on Wednesday evenings, it was suggested that we change our meeting dates to Tuesday pending the availability of meeting rooms. (Following the meeting, the availability of Tuesday meeting rooms was confirmed). A seven meeting schedule was developed based on prior year activities. The meeting schedule (and agenda) is as follows:

FY 2005 Capital Planning Committee
Meeting Schedule
All meetings begin at 7:00 PM

Date	LOCATION	Purpose
Tues: 10/28	Police Bldg Mtg Room	Committee Organizational meeting
Tues: 11/4	School Dept Room LHS	Police / Fire reviews
Tues: 11/11	Police Bldg Mtg Room	Park and Rec / Administration reviews
Tues: 11/18	Police Bldg Mtg Room	School Department Review
Tues: 12/2	Police Bldg Mtg Room	DPW / Schools if needed reviews
Tues: 12/9	Police Bldg Mtg Room	Committee Deliberations
Tues: 12/16	Police Bldg Mtg Room	Committee Deliberations

The capital requests for FY '05 funding consideration received to date

Department	Number	Project	Requested Amount
Fire	F-1	Re-Chassis Engine #4	\$100,000
Accounting	A-1	Financial Software	\$75,000
Town Collector	A-2	Collector's Software	\$134,422
Park and Rec		No submissions at this time	
Buildings	B-1	Town Hall Handicap Bathroom - ADA	\$16,000
Police	P-1	Mobile Radios (14)	\$14,000
	P-2	Portable Radios (40)	\$40,000
Public Works		No submissions at this time	
Non-School subtotal			\$379,422
School Department	SD-1	Handicap Access	\$27,500
	SD-2	Stakebody Truck with plow	\$33,000
	SD-3	Music Lab Ventilation	\$45,000
	SD-4	Masonry Work - Repaint & Seal '74 LHS Wing	\$60,000
	SD-5	Williams Sidewalk	\$62,000
	SD-6	Glenbrook Boiler	\$60,000
	SD-7	HS Doors and windows	\$60,000
	SD-8	Classroom Technology LHS	\$107,800
	SD-9	WMS Gym floor and Improvements	\$105,900
	SD-10	LHS Lockers Gym/Pool	\$60,000
	SD-11	LHS Parking Lot	\$66,000
	SD-12	Glenbrook Carpet	\$161,000
	SD-13	GMS Partition Walls	\$125,000
	SD-14	LHS Art/English A/C	\$95,000
	SD-15	Lawn Mower	\$40,500
	SD-16	LHS Carpet Library / Open Spaces	\$181,500
	SD-17	WMS Door replacement	\$109,950
	SD-18	Russell Field Sprinkler & Retrofit	\$65,000
	SD-19	Musical Instruments - All Schools	\$55,000
	SD-20	Center - Replace / Widen sidewalk	\$17,600
School Department subtotal			\$1,537,750
Grand Total of requests			\$1,917,172

Committee members were as liaisons to each department as follows:

Cloutman:	DPW and Park	Wojcik:	Fire
Gelling	Schools	Giempietro:	Schools
Uss:	Police	Gold:	Administration

Liaisons will inform the department heads of our scheduled meeting times / dates and invite them to present their requests and answer committee questions at that time. Mr. Cloutman will inquire as to requests from Park and Rec and DPW.

The next meeting is schedule for October 28th in the Police Department meeting room.

Regards,

Mark Gold
Chairman, Capital Planning