

Town Of Longmeadow, MA  
Capital Planning Committee  
Meeting Minutes  
October 19, 2004

The capital planning committee met on October 19, 2004 for its First meeting of the Fiscal Year 2006 planning cycle. In attendance were members:

Mr. Nicholas Katsoulis	Mr. Steven Gelling	Mr. Mark Gold
Mr. Michael Giampietro	Mr. Roger Cloutman	Mr. Roger Wojcik

Mark Gold was elected to chair the Capital Planning committee for this planning cycle. Mr. Gold reviewed several items of communication that have been received by the committee over the past several weeks:

The School Committee has requested that the capital planning committee participate in a Community Based Committee on developing a plan for Longmeadow High School facility improvements. Mr. Katsoulis and Mr. Giampietro volunteered to participate on behalf of the Capital Planning Committee.

The Finance Committee has appointed Mr. Suresh Samant as liaison to the Capital Planning Committee. Mr. Samant was unable to attend the first meeting of our committee. The committee is eager for Mr. Samant's participation because of the perceived benefits of such a relationship with the Finance committee last year (as compared to prior years where there was no active Appropriations Committee participation).

Project submissions were requested by to committee to be available on October 15<sup>th</sup>. Five of the eight "departments" submitted requests, with the school department communicating that their submission would be late.

The submissions received to date were reviewed, a summary of which will be issued when all submissions are received. The submission by the Public Works department (DPW) raised questions about the status of the existing Water and Sewer (W&S) Department reserve fund. Prior to the recent combination of W&S and DPW, in prior years, capital needs that were used by both W&S and DPW would be jointly funded. Now that the departments have merged, the Capital Planning committee may reserve the right to suggest that capital for submissions by the DPW be partially funded from the W&S reserve fund where the capital purchase has joint applicability.

Department liaisons were selected. Members have been asked to contact the department heads to review their submissions (or encourage timely submissions in some cases) and schedule committee review dates. The following liaison roles were established (Department heads are listed):

Park and Recreation Department (Mr. McCarty):	Mr. Cloutman
School Department (Mr. Caliento):	Mssrs. Katsoulis and Giampietro
Town Buildings (??):	Mr. Wojcik
Accounting / Finance (Mr. Pasterczyk):	Mr. Gelling
Police (Chief Danio):	Mr. Wojcik
Fire (Chief Madison):	Mr. Wojcik
DPW / W&S (Mr. Haraty):	Mr. Cloutman

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As a result of several factors (member travel, elections, Town Meeting, etc.) and to support the delay in the submission of several departments' requests, the committee has revised the meeting schedule as follows:

October 26: No Meeting  
November 2: No Meeting  
November 9: Meeting 7PM (Review with Police, Fire, Administration)  
November 16: Meeting 7PM (Review with Park and Recreation, DPW)  
November 30: Special Fall Town meeting, no Capital Planning meeting  
December 8: Meeting 7PM (Review with School Committee)  
December 15: Meeting 7 PM (Review with School Committee / Accounting)  
January 4, 2005: Meeting 7PM (Deliberations meeting)  
January 11, 2005: Meeting 7PM (Deliberations meeting – if needed)

These changes in meeting dates will be communicated to the Community calendar in compliance with the open meeting law. Meeting dates and minutes will also be posted on the town website [www.longmeadow.org](http://www.longmeadow.org).

The next meeting will be November 9<sup>th</sup>. Mr. Wojcik will contact and schedule the reviews for that date.

Submitted,  
Mark Gold