

Capital Planning Committee
Longmeadow, Massachusetts
Minutes of the meeting of October 25, 2007

Members attending: Mark Gold, Steven Gelling, Nicholas Katsoulis, Stephen Metz, Roger Wojcik.

Absent: Ned Steiger
In the Gallery: No one.

Item One: Mark Gold was re-elected chair of the Capital Planning Committee for the 2007-2008 season by acclimation.

Item Two

The amount of money available for capital allocation this year will be about 1,160,000\$, the sum of hose funds designated for the Capital Stabilization Fund for FY 2008 (940,000\$) plus approximately 220,000\$ of previously allocated monies which are expected to be returned to the Capital Stabilization Fund from underexpended closed projects.

Copies of the Town Manager's most recent Capital Project Status Report were distributed.

Item Three

Discussion centered on the issue of how to distinguish between those projects which request capital for one-time unusual capital needs versus those projects which request capital for more-or-less routine maintenance/replacement of facility/equipment/building needs. (No resolution.)

Discussion centered on the issue of defining those projects whose size clearly is within the domain of Capital Planning Committee responsibility versus those which need be addressed by the Town's citizens at large. (No resolution.)

Discussion centered on the concept of building a portion of future capital plans by allocating blocks of money to selected town departments for certain types of expenditures such as the purchase of replacement vehicles.

Steve Gelling and Roger Wojcik agreed to propose a methodology and structure of a format for the block grant type of capital allocation and have an outline of this proposal within two weeks.

The DPW vehicle fleet was suggested a test case for this block grant of capital planning. Mark Gold will contact the DPW Director Mike Wrabel for an updated DPW vehicle inventory.

Item Four

Discussion centered on the concept of developing a strategic capital plan based on the maintenance /replacement needs of all of the town buildings. A key input to this plan would be the Townwide Facility Study.

Mark Gold will obtain a copy of the draft of the Townwide Facility Study ASAP to assist in project capital planning.

Other Matters

Mark Gold indicated that the next meeting will be November 7 or November 15 depending on meeting site availability.

The meeting was adjourned about 8:15pm.

Submitted,
Roger B Wojcik, Secretary
October 28, 2007